



**LAS POSITAS COLLEGE  
AUTOMOTIVE ADVISORY BOARD**

**DRAFT  
Minutes**

**Wednesday, December 2, 2015**

6:00pm to 7:30pm

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**A. Welcome and Introductions**

Meeting started at 6:08pm by Vicki Shipman.

Member Attendees: Robert Bischoff – East Bay BMW; Henry Chan – California Community College Foundation; Adam Drake – Las Positas College (student); Lisa Everett – Las Positas College; Jeff Gill – Gill’s Body Works; Brian Hagopain – Las Positas College; Terry Johnson – Las Positas College; Nick Lewis – Pleasanton Lexus; Don Neilsen – Former Las Positas College Instructor; Bob Paredes – SnapOn Tools; Kurt Shadbolt – Chabot College; Vicki Shipman – Las Positas College; Larry Weiss – Castro Valley High School; James Weston – Las Positas College; Ed Woodworth – Tri Valley ROP.

LPC Student Guest Attendees: Tyler Crevelt; Anthony DeRose; Nick Durst; Gary Hansen; Juan Hernandez; Matt Hernandez; William Severs.

**B. Approval of Spring 2015 Minutes**

Approve the March 25, 2015 advisory meeting minutes after one correction made.

MSC: Terry Johnson/James Weston.

Approved: Unanimously.

**C. ROP Report to the Board**

Reported by Ed Woodworth: Scott Randall, new teacher for Body Shop class, hired this year creating opportunity for two classes; fundraiser in process to outfit a trailer to auction in June 2016; enrollment includes 16 students in the morning class with 20 students in the afternoon class; and, in process of Automotive Specialists articulation renewal with Las Positas College.

**D. College Report to the Board**

1. *Fall 2015 Enrollments – Handout provided by Brian Hagopian*

At 89% capacity with 129 out of 144 enrolled; drop from last year due to increase in economy; and, it was announced that most of the Automotive Technology students are working if not part-time and full-time.

2. *Spring 2016 Schedule – Handout provided by Brain Hagopian*

At 55% capacity 94 out of 168 enrolled; registration just starting for Spring semester.

3. *Special Projects*

LPC Faculty member Brian Hagopian reported that:

- The NATEF updated curriculum is 50% approved at state level with the balance approved at local level awaiting state approval; goal is to have the new classes ready for Fall 2016; during the Spring 2016, Brian Hagopian, Ed Woodworth, Adam Drake, James Weston, and Vicki Shipman will visit Chabot College's Automotive Technology program to review the process and files for NATEF self-study and accreditation site visit preparation. Date was set for January 15<sup>th</sup>, 2016 at 8am.
- A new AS degree for Automotive Technology has been developed (handout outlining degree provided); the degree is 60 units; the degree has been designed to count for the major general education along with transfer to CSU/UC. Each class will have a prerequisite of INTRO; Discussion included Ed Woodworth confirming that the revised classes will still articulate with their Automotive Specialist class given the unit change from 3.5 units to 4 units. Brian Hagopian confirmed it would.
- Future curriculum goal includes business and entrepreneurship curriculum integration with Automotive Technology.
- There is a high industry demand for Smog Classes. Spring 2016 will have 2 classes on the schedule.

LPC Faculty member Terry Johnson reported that:

- The SnapOn Certification Meter project (Meter Usage Certificate) is on track for Spring 2016. Next certification project will be for Torque Certification. Discussion included Bob Paredes with SnapOn Tool asking if steering, suspension, and brakes offered as students taking the program should have that knowledge to pass the ASE. LPC faculty confirmed that those subjects were covered. Additional discussion re ASE between Mr. Paredes and the board regarding student subsidies for ASE examination fees. It was determined that the colleges that do subsidize ASE fees, it is through grant funds (e.g. Chabot has a TAACCCT grant that covers student ASE examination fees).

#### 4. *Budget/Enrollment Management*

LPC Faculty Brian Hagopian reported that:

- Enrollment: The Automotive Technology discipline/program plans recently completed; the plan's goals include capacity building through the increase of additional classes and FTEF yielding the need to hire part-time faculty.
- Budget: Appears all Automotive Technology program equipment requests will be approved through the instructional equipment request process; VTEA will cover the NATEF accreditation (\$1,500 that includes honorarium and travel); all upcoming Smog classes will provide 100% funds the LPC Automotive Program's Co-Curricular account whereas in the past, the program received zero funds from the state.
- Smog program – Henry with Foundation; 50% of the money paid for the stays with the automotive program; Foundation of CA Colleges started it; prior received zero funds from the state.

#### 5. *Report to the Board by Faculty*

No longer an item, to be remove from future agendas.

**F. Recommendations from Advisory Board Members to the College**

No specific recommendations however Don Neilsen and Kurt Schadbolt commended faculty for the completion of the new AS Degree.

**G. Other Business/Announcements**

Vicki Shipman, Career Technical Education Project Manager, provided a handout to members, Quick Facts - CTE Advisory Boards. Very brief overview of the handout to include Why boards are needed (occupational expertise and mandates), and what are some board activities (curriculum development, public relations, job placement, recruiting, in-service training, leadership activities, legislative, and program evaluation).

Adam Drake, President of the LPC Auto Club, announced the club's formation effective October 2015. The club is planning two events to Sonoma Raceway, and brainstorming different fundraising activities. The club currently has 17 members. Discussion between the students and members asking what happens when you earn funds – where do the funds go? Lisa Everett, Dean of STEMPS, explained the Co-Curricular account process. She encouraged the club to establish themselves with the ICC.

James Weston and Ed Woodworth shared with the board the plans to share licenses with AllData and Identafix between TVROP and LPC.

Kurt Schadbolt mentioned that there is also free curriculum and other training materials on the NATEF website.

**H. Date for the Next Meeting**

The next advisory board meeting will be on May 18, 2016 from 6:00pm to 7:30pm.

Meeting adjourned at 7:18pm.

Minutes submitted by Vicki Shipman.