

## **Advisory Committee Form Instructions**

**Program Committee Name** – ex. Computer Information Systems

**Chairperson** – appointed by program manager (someone outside of Amarillo College)

**Meeting Date, Time, and Place** – date, time and place recorded minutes take place

**Recorder** – person taking notes from meeting

**Members** – Include all members of committee; place an x to left of name if present

**Ex-Officio** – Include all other people present

**Agenda Item** – list the agenda under appropriate headings

**Action Discussion Information** – If a motion is made; make note in this section and include results

**Responsibility** – name of person making motion

**Key Discussion Points – Discussion** – Complete discussion of agenda items

## Advisory Committee Meeting Minutes

| <b>PROGRAM COMMITTEE NAME:</b>                                                                     |                                     | Diesel Technology Advisory Committee |                |                                     |                              |
|----------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|----------------|-------------------------------------|------------------------------|
| <b>CHAIRPERSON:</b>                                                                                |                                     |                                      |                |                                     |                              |
| <b>MEETING DATE:</b>                                                                               | April 16, 2015                      | <b>MEETING TIME:</b>                 | 11:30 am       | <b>MEETING PLACE:</b>               | AC East Campus ETCC Room 116 |
| <b>RECORDER:</b>                                                                                   | Rebecca Archer                      |                                      |                | <b>PREVIOUS MEETING:</b>            |                              |
|                                                                                                    |                                     |                                      |                |                                     |                              |
| <b>COMMITTEE MEMBERS</b>                                                                           |                                     |                                      |                |                                     |                              |
| <b>List all members of the committee, then place an X in the box left of name of those present</b> |                                     |                                      |                |                                     |                              |
| NAME                                                                                               | TITLE                               | EMPLOYER INFO                        | PHONE          | EMAIL                               |                              |
| Jackey Anthony                                                                                     | Corporate Service Manager           | Bruckner Truck Sales                 | (806) 376-6273 | janthony@brucknertruck.com          |                              |
| X Randy Brehm                                                                                      | Dealer Trainer                      | Amarillo Truck Center                | (806) 674-2703 | Randy.brehm@amarillotruckcenter.com |                              |
|                                                                                                    | Career Development Prog. Specialist | Warren CAT                           | (806) 335-1511 | Karen.buenrostro@warrencat.com      |                              |
| X Wes Campbell                                                                                     | Service Manager                     | Western Equipment                    | (806) 622-3990 | wcampbell@westernequipmentllc.com   |                              |
|                                                                                                    | President                           | Amarillo Truck Center                | (806) 576-4133 | bobby@amarillotruckcenter.com       |                              |
| Jay Craighead                                                                                      | Service Manager                     | Bruckner Truck Sales                 | (806) 349-5144 | jcraighead@brucknertruck.com        |                              |
| John Deason                                                                                        | Director                            | Bruckner Truck Sales                 | (806) 376-6273 | johndeason@brucknertruck.com        |                              |
| Mark Horner                                                                                        | Learning & Development Manager      | Warren CAT                           | (432) 230-8417 | Mark.horner@warrencat.com           |                              |
| X Tim Maloy                                                                                        | Branch Manager                      | Cummins Southern Plains              | (800) 548-3911 | Tim.maloy@cummins.com               |                              |
| X Joe Marshall                                                                                     | Truck Shop Manager                  | Panhandle Transport Group            | (806) 372-3851 | jmarshall@afiama.com                |                              |
| X Keith Martin                                                                                     | Computer Parts                      | Bruckner Truck Sales                 | (806) 376-6273 | kmartin@brucknertruck.com           |                              |
| X Chip McCampbell                                                                                  | Human Resources Director            | Bruckner Truck Sales                 | (806) 376-6273 | cmccampbell@brucknertruck.com       |                              |
| X Deon McGimpsey                                                                                   | General Manager                     | Amarillo Truck Center                | (806) 374-1033 | deon@amarillotruckcenter.com        |                              |
| X Donnie Morgan                                                                                    | Service Manager                     | Amarillo Thermo King                 | (806) 376-5837 | dmorgan@amarillothermoking.com      |                              |
| X Todd Mosa                                                                                        | Shop Supervisor                     | Warren Cat                           | (806) 335-1511 | Todd.mosa@warrencat.com             |                              |
| X Bill Parrott                                                                                     | Technical Service Manager           | Mack/Volvo                           |                |                                     |                              |
| Judy Phelps                                                                                        | General Manager                     | City of Amarillo                     | (806) 378-6842 | Judy.phelps@amarillo.gov            |                              |
| X Wayne Pierson                                                                                    | Branch Manager                      | Cummins Southern Plains              | (800) 548-3911 | Wayne.pierson@cummins.com           |                              |
| X Scott Potter                                                                                     | Service Manager                     | Warren CAT                           | (806) 335-4438 | Michael.potter@warrencat.com        |                              |
|                                                                                                    | General Manager                     | Bruckner Truck Sales                 | (806) 376-6273 | jpuckett@brucknertruck.com          |                              |
|                                                                                                    | CEO                                 | Ditch Witch                          | (806) 659-5090 | lsadler@dwundercon.com              |                              |
| X Rick Sims                                                                                        | Safety Manager                      | Panhandle Transport Group            | (806) 372-3851 | rsims@afiama.com                    |                              |
| X Tim Stinebaugh                                                                                   | Service Manager                     | Amarillo Thermo King                 | (806) 376-5837 | tstinebaugh@amarillothermoking.com  |                              |
| X Kevin Stokes                                                                                     | Body Shop Manager                   | Summit Truck Group                   | (806) 335-9771 | Kevin.Stokes@summittruckgroup.com   |                              |
| Jonney Takhar                                                                                      | Logistics Manager                   | Coastline Transport, Inc.            | (806) 322-2020 | jonney@coastlinetransport.net       |                              |
| X Paul Tarbet                                                                                      | Service Manager                     | Amarillo Truck Center                | (806) 374-1033 | paul@amarillotruckcenter.com        |                              |
| X Ty Williams                                                                                      | Branch Manager                      | Summit Truck Group                   | (806) 335-9771 | Ty.williams@summittruckgroup.com    |                              |

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| X                            | Cody Wise       | Service Manager                  | Summit Truck Group                                                                                                                                                                     | (806) 335-9771 | Cody.Wise@summittruckgroup.com                                                                                     |
|------------------------------|-----------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------|
| <b>EX-OFFICIO'S PRESENT</b>  |                 |                                  |                                                                                                                                                                                        |                |                                                                                                                    |
| X                            | Donnie Archer   | Faculty                          | Amarillo College                                                                                                                                                                       | (806) 335-4209 | d0157515@actx.edu                                                                                                  |
| X                            | Rebecca Archer  | Secretary - Automotive           | Amarillo College                                                                                                                                                                       | (806) 335-4211 | rcarcher@actx.edu                                                                                                  |
| X                            | Billy Barclay   | Faculty                          | Amarillo College                                                                                                                                                                       | (806) 335-4380 | b0102282@actx.edu                                                                                                  |
| x                            | Scott Bratcher  | Faculty                          | Amarillo College                                                                                                                                                                       | (806) 335-4383 | sbratcher@actx.edu                                                                                                 |
| X                            | Eddie Casias    | Faculty                          | Amarillo College                                                                                                                                                                       | (806) 335-4222 | e0089537@actx.edu                                                                                                  |
| X                            | Marissa Cochran | DoL Grant                        | Amarillo College                                                                                                                                                                       | (806) 467-3111 | mmcochran@actx.edu                                                                                                 |
| X                            | Anna Esquibel   | DoL Grant                        | Amarillo College                                                                                                                                                                       |                | a0379304@actx.edu                                                                                                  |
| X                            | Ina Fiel        | Executive Secretary - Dean       | Amarillo College                                                                                                                                                                       | (806) 335-4351 | imfiel@actx.edu                                                                                                    |
| X                            | Lyndy Forrester | Technical Education Dean         | Amarillo College                                                                                                                                                                       | (806) 335-4352 | lforrester@actx.edu                                                                                                |
| X                            | Brian Jacob     | Transportation Department Chair  | Amarillo College                                                                                                                                                                       | (806) 335-4219 | bjjacob@actx.edu                                                                                                   |
| X                            | Janice Johnston | Director of the DoL Grant        | Amarillo College                                                                                                                                                                       | (806) 467-3110 | Jmjohnston31@actx.edu                                                                                              |
| X                            | Derek Lyon      | Faculty                          | Amarillo College                                                                                                                                                                       | (806) 335-4374 | dalyon@actx.edu                                                                                                    |
| X                            | Missy Macon     | DoL Grant                        | Amarillo College                                                                                                                                                                       | (806) 467-3112 | m0263724@actx.edu                                                                                                  |
| X                            | Deborah Vess    | VP of Academic Affairs           | Amarillo College                                                                                                                                                                       | (806) 371-5226 | d0551113@actx.edu                                                                                                  |
| X                            | Jeff Wallick    | Industry Partnership Coordinator | Amarillo College                                                                                                                                                                       | (806) 335-4228 | j.wallick@actx.edu                                                                                                 |
| X                            | Susie Wheeler   | Grants Coordinator               | Amarillo College                                                                                                                                                                       | (806) 371-5352 | lsweeler@actx.edu                                                                                                  |
| <b>AGENDA ITEM</b>           |                 |                                  | <b>ACTION DISCUSSION INFORMATION</b>                                                                                                                                                   |                | <b>RESPONSIBILITY</b>                                                                                              |
| Old Business:                |                 |                                  | none                                                                                                                                                                                   |                |                                                                                                                    |
| Continuing Business:         |                 |                                  | none                                                                                                                                                                                   |                |                                                                                                                    |
| New Business:                |                 |                                  | Welcome and Introductions<br>Headcount and Graduates<br>DoL Grant<br>Issues Facing our Program<br>Course Redesign<br>Expectations from Industry<br>Tour of program shop and classrooms |                | Brian Jacob<br>Brian Jacob<br>Janice Johnston<br>Lyndy Forester<br>Brian Jacob<br>Industry Partners<br>Brian Jacob |
| Curriculum Decisions:        |                 |                                  | none                                                                                                                                                                                   |                |                                                                                                                    |
| Other:                       |                 |                                  |                                                                                                                                                                                        |                |                                                                                                                    |
| <b>KEY DISCUSSION POINTS</b> |                 |                                  | <b>DISCUSSION</b>                                                                                                                                                                      |                |                                                                                                                    |
| Old Business:                |                 |                                  | none                                                                                                                                                                                   |                |                                                                                                                    |

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| Continuing Business | none                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| New Business:       | <p>Brian Jacob opened the meeting up by publically thanking Derek Lyon and Billy Barclay for their hard work and dedication to the Diesel program and our students over the last year and a half. Afterwards, introductions were made around the room as several were in attendance.</p> <p>Brian introduced the agenda for the day and asked the Industry Partners for their feedback later in the day. He mentioned also the ups and downs in the enrollment in the Diesel program and cited various reasons for the fluxuation. He said that we have 8 prospective graduates ready for the workforce and invited the Industry Partners to take notice of the names of those students as possible new hires this May.</p> <p>Mr. Jacob talked a little bit about the equipment that we recently acquired through the DoL Grant which included:</p> <ul style="list-style-type: none"> <li>• 6 laptops for software loads <ul style="list-style-type: none"> <li>○ Allison transmission</li> <li>○ Caterpillar</li> <li>○ Cummins</li> <li>○ Detroit Diesel-Freightliner</li> <li>○ Mack/Volvo</li> <li>○ Navistar</li> </ul> </li> <li>• Diesel Powered 5K Generator</li> </ul> <p>He then turned it over to Janice Johnston, Director of Department of Labor Grant at Amarillo College.</p> <p>After thanking the Industry Partners for their support of the Amarillo College, Janice spoke about the 2.5 million dollar US Dept of Labor Grant that has been divided across 10 different programs. Five here on the East campus and five on West campus. She stated that we did not apply for this Grant, but were awarded it because the DoL's TAACCCT (Trade Adjustment Assistance Community College and Career Training) Grant office wanted to make sure some of the stand-alone institutions would be awarded this money in each of the 50 states. When the State of Texas got it, the Higher Education Coordinating Board selected Amarillo College to receive the Grant.</p> <p>Janice said that a large portion of this grant has been used to purchase equipment and to train staff to better align the program with Industry Standards. The Diesel Mechanics Program is one of the 10 programs supported by the DoL Grant.</p> <p>Ms. Johnston said the external evaluators did a survey asking what the most essential things were that our students need to know when they come to work for your industry. They wanted to know about technical skills as well as soft skills such as communication, professionalism and problem solving. One of the requirements of the Grant is that before the grant ends in the fall of 2016, they ask the Industry Partners to review the Diesel curriculum upgrades. So, she said to be watching for requests for additional feedback regarding the curriculum. They want to make sure that they are meeting industry expectations.</p> |

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Next on the agenda was Lyndy Forrester, Dean of Technical Education. She brought up the fact that our Industry Partners had called us out for sending them students who could not do the job they were hired to do. And in answer to that we instituted the Code of Professional Conduct. This code addresses the following:

- Proper dress in the workplace - Uniforms
- Coming to work/class on time
- Culture of safety - PPE
- Having the tools you need to do the job – Tool kits

She said that even though we receive complaints from the community on this implementation, we stood firm because she knew it was what industry needed us to do and she hopes that they have seen an improvement since then.

She stated that another thing we have implemented is the Technical Core because industry said we were producing students who could not do basic math, write work orders, or professional emails.

The Technical Core classes include:

- Machine Shop Math
- Technical Communication
- Introduction to Industrial Maintenance
- Basic Electrical Theory

Another problem we are facing out here is that we are out of space for our programs. Our Diesel Technology classes and Automotive Technology classes are sharing a small bay and students are stacked on top of each other. We have to look at expanding, and since we are State funded, money is tight so we have applied for some grant funding. Hopefully, we will know something by next month.

Lyndy talked about Women in Industry, a new program that we have started out here on the East Campus to encourage women in the field of Technical Education. Not only to attract female students but to retain them. She sees this as her own project. She personally mentors the females in this program and prepares them by giving them mock interviews, critiquing resumes etc. We know that women are successful in the technical fields and have a lot to offer. A few of our Industry Partners have already graciously hosted lunch meetings/tours for our Women in Industry group. Amarillo Truck Center, Bruckner's being two of those who have encouraged our students.

These improvements are a direct result of what we have heard from you, our partners. We welcome your feedback today both critical and positive. We will take it to heart and make the necessary changes to turn out the students you need for your industry. We are focused on customer service at East Campus. We have two customers, our students and our Industry Partners. We strive to provide for them both.

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Brian Jacob facilitated a conversation about what areas industry sees that we need to work on with students before they get to the workforce. These are some of the things that were mentioned and that we will strive to work on in the future:

- Hydraulics – more emphasis on theory, less on skill
- No understanding of basic engine (mechanical versus electrical)
- Counseling/treatment on substance abuse (students get clean to land job, but don't stay clean and are lost when random drug tests are done)
- Cell phone usage – balance
- PPE – to include gloves
- MSDS/SDS
- Start reaching kids younger (middle school / high school)
- Marketing on the web
- Get them used to technology (using computer at work)
- Business operations 24/7

After the discussion, the group was taken on the tour of the Diesel Technology classrooms and bay area and the meeting was adjourned.

Curriculum Decisions:

none

Other:

none

Chairperson Signature:

Date:

Next Meeting:

*Robert Jacob* 4/22/15