

Automotive Body Technology

Advisory Committee Meeting Minutes

2018 - 2019

CHAIRPERSON: Troy Jones		
MEETING DATE: November 2, 2018	MEETING TIME: 12:00 PM	MEETING PLACE: MSC – Bluebonnet
RECORDER: Vanessa Verjan		PREVIOUS MEETING: November 2, 2017

MEMBERS PRESENT:

Name and Business	Name and Business	Name and Business
Alvarez, Israel Rubens Collision	Calderon, Jacob 277 Auto Repair	Dunman, Jeff NAPA
Esquivel Andrew Drews	Hernandez, Yahaira 277 Auto Repair	Jones, Troy O'Reilly Auto Parts
Martinez, Gabriel	McVey, Steve Talley's Customs	Rincon, Jon Ruben's Collision
Rodriguez, J.R. Premier Collision	Salinas, Gus NAPA	Talley, Correy Talley's Customs
Ybarra, Ruben Ruben's Collision	Matt	

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Aviles, John Auto Body Tech Instructor	Fernandez, Luis Division Chair	Ruiz, Luis CTE Counselor
Sanchez, Damacio Outreach Coordinator	Silva, Connie Outreach Coordinator	Torres, Michelle Outreach Director
Verjan, Vanessa Administrative Assistant	Zamarripa, Miguel Instructor	Chavez, Talia SWTJC Student
Jimenez, Leticia SWTJC Student		

AGENDA/MINUTES:

Agenda Item	Action/Discussion/ Information	Responsibility
Meeting to Order/Welcome Remarks & Introductions:	Meeting was called to order at 12:16 PM. Administration, faculty and guests (committee members) introduced themselves. Everyone was thanked for attending the meeting.	John Aviles
Appointment/Continuation of New Chairperson	Troy Jones will continue to be chairperson. Motion carried by acclamation.	Committee
SWTJC Technical Programs Advisory Committee Guidelines Review	Luis Fernandez explained the guidelines/functions of the Advisory Committee. The committee must meet at least once a year and have a quorum present. However, contact with members throughout the year via e-mail, fax or phone is strongly recommended. It is imperative that SWTJC Technical Programs are aware of what it is that employers are looking for in the graduates, as well as keeping up with new technology, program improvement suggestions, and representing the needs of students from special populations.	Luis Fernandez

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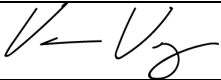
	Guidelines were included in packet	
Reading & Approval of Minutes	Everyone read the minutes. Ruben Ybarra motioned to approve; Gabriel Martinez seconded the motion. All in favor – Minutes were approved with no changes.	Committee
Old Business:	None.	
Continuing Business:	None.	
New Business:		
Review of Technical Programs Dashboard/Comparison of Fall 2017 to Fall 2018 Enrollment 1. Estimating Software Program	Dashboard information: Fall 2017 First time students: 9 Fall 2017 Program enrollment: 27 Fall 2018 First time students: 4 Fall 2018 Program enrollment: 16 Fall to Spring Retention 2017-18 88% Fall to Fall Retention 2017-18 28% Mr. Aviles shared that he is using CCC software to generate estimates. Mr. Ybarra shared that the CCC program subscription runs from \$150 - \$1,500. He also added that students should learn to take estimates manually and with software.	John Aviles
Curriculum Decisions:	None.	
Discussion/Other:	<u>Discussion:</u> Leticia Jimenez, a student from SWTJC, mentioned that she had heard about the Automotive Technology program from her brother. Talia Chavez informed everyone that she asked if anyone knew of an auto body shop that was nearby. Michelle Torres shared that she goes out to TACRO week to provide information on the Automotive Body Technology program. Ruben Ybarra shared that it is important to target High School students to recruit them. The industry has a shortage of auto body mechanics. It is also essential to advertise through social media and reach the younger generation. Michelle Torres inform the committee that the college holds a Technical program showcase. 30 High Schools students are brought to the technical program to introduce them what the technical program offers. Gabriel Martinez suggested encouraging your current students to go back to their High School to recruit. Luis Fernandez shared that he is working on a JET grant to buy equipment for the program. Ruben Ybarra inform everyone that replacing glass is becoming very structure.	SWTJC Student Michelle Torres Ruben Ybarra Michelle Torres

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	Gabriel Martinez discussed the importance of teaching students to communicate through email and text messages. It is crucial for students to learn computer skills as well	
Adjournment	Motion to adjourn was made by Ruben Ybarra; seconded by Correy Talley. All in favor, meeting was adjourned at 12:57 PM.	Committee

Lunch was provided

RECORDER SIGNATURE: 	DATE: November 3, 2018	NEXT MEETING: Fall 2019, unless otherwise notified.
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