

23 April 2016

TO: Ventura College and Gibbs International

FROM: Brian Burgess

SUBJECT: VC Diesel Technology Advisory Committee Minutes 08 April 2016

1. Attendees:

Dr. Kathleen Schrader	Ed Gibbs, Sr.
Dr. Kimberly Hoffmans	Ed Gibbs
Brian Burgess	Norbert Tan
Chuck Rockwood	

2. Meeting began at 3:00 pm with opening remarks from Dr. Schrader pertaining to the agenda. Agenda items:

- Equipment list/tools
- Curriculum/committee/college catalogue
- Instructor recruitment update
- Budget
- Classroom location and status
- Ordering textbooks shirts/boots
- Grand Opening
- Marketing plan
- Other

3. Discussion and Decisions:

- Equipment/Tools--VC submitted all purchase orders except one for MAC Tools. Mr. Burgess is waiting for final quote. Gibbs Foundation agreed to purchase the six computers. Dr. Schrader indicated a reduction in Megatech electrical trainer. VC requires trainers to arrive before 30 June for acceptance.
- Curriculum and Catalogue--The curriculum outline is 100% complete and in final review of the State's curriculum committee. Dr. Hoffmans indicated the catalogue is 90% complete. She will send out 1 May for publication.
- Instructor recruitment update--Dr. Schrader indicated VC plans to hire Instructor Assistant 1 July. The committee discussed the lack of Instructor applicants. Dr. Schrader/Hoffmans and Mr. Tan will revamp job posting and submit changes. They will also create a flyer for the 21 April MSA Fair.
- Budget--A short discussion ensued pertaining to tools cost for first semester. No action.

- e. Classroom--Dr. Schrader stated VC Maintenance department scheduled classroom renovation to begin 1 Jun. Mr. Rockwood will consult with IT department to ensure classroom style matches automotive department's configuration.
- f. Ordering Textbooks shirts/boots--Mr. Rockwood will create the student purchase list for the textbooks, shirts, boots, etc., for the bookstore inventory.
- g. Grand Opening--The tentative plan is to host the opening sometime after Labor Day in September at Gibbs' site. Need to plan the event when students are engaged in a hands-on training activity.
- h. Marketing--Committee discussed student recruitment and enrollment. Discussion included flyers, high school recruitment, and dealership involvement. Mr. Tan will take the lead for this activity.
- i. Other--No notes.

4. Action Items:

- a. Mr. Burgess will get MAC Tool final quote.
- b. Dr. Hoffmans will publish catalogue.
- c. VC staff will create flyer and edit Instructor advertisement.
- d. Mr. Rockwood will create bookstore inventory.
- e. Mr. Tan will develop marketing strategy.

5. Meeting ended at 5:03 pm. Next meeting 3 May 16/3:00pm/VC Foundation Conference Room.