

21 February 2016

TO: Ventura College and Gibbs International

FROM: Brian Burgess

SUBJECT: VC Diesel Technology Advisory Committee Minutes 19 February 2016

1. Attendees:

Dr. Kathleen Schrader
Brian Burgess
Anne King

Ed Gibbs, Sr.
Andrew Cawelti

2. Meeting began at 1:00 pm with opening remarks from Dr. Schrader pertaining to the agenda.
Agenda items:

- Curriculum
- Instructor recruitment position description
- Boeing equipment donation
- Equipment list
- Budget
- Other

3. Decisions:

- a. Curriculum--Dr. Schrader indicated the course outlines are complete and in curricNET. Dr. Hoffmans is pushing items through review board. Dr. Schrader is working with Tim Harrison for AS degree and certifications.
- b. Instructor recruitment--The advisory committee reviewed and edited the Instructor recruitment announcement and advertisement placement sites.
- c. Boeing donation--Mr. Burgess and Mr. Gibbs' TM (Tim Swatzall) will load 40FT conex box and store it temporarily at Mr. Gibbs' shop. Once uploaded, arrangements are required to move the conex to VC.
- d. Equipment list—Mr. Gibbs provided an ownership list of equipment. The list outlines Gibbs foundation and VC equipment and tool purchase responsibilities. Purchase orders (POs) requests submittal date is 15 March 16. Ann King requested inclusion of email traffic pertaining to POs.
- e. Budget--Dr. Schrader described the current outlook for State CTE grant funds.
- f. Other--Members discussed the program development strategy. The development and purchase strategy is incrementally per semester. Members will concentrate on the first two semesters only. Once complete, they will engage in development of the remaining semesters one at a time. Lastly, Mr. Gibbs announced the 4x2 trucks are on a one-year lease.

4. Action Items:

- a. Mr. Gibbs will provide Dr. Schrader more advertisement sites and information.
- b. Dr. Schrader will send curriculum and recruitment announcements for review.
- c. Mr. Gibbs' TM and VC will review tool list for POs submittal.
- d. Mr. Burgess will research electrical simulators.
- e. Mr. Burgess and Gibbs TM will pick-up conex boxes at Boeing on 26 Feb 16.

5. Meeting ended at 2:51 pm. Next meeting 11 March 16/1:00pm/VC (Dr. Schrader's office).