

ASEP ADVISORY COMMITTEE

Minutes

12-12-06

Attending: See Attached list of Attendees

The meeting was held at Oklahoma City Community College and began at 10:00 am. Chairperson Dan Rohring began the meeting with a welcome and introductions. He indicated that lunch would be provided and then asked Larry Grummer to give a College and Program update.

Larry Grummer began by asking for the approval of the last minutes and the motion was made and seconded by Jason Ferguson and Jerry Cantrell. Larry Grummer then welcomed the attendees to the college and gave them a brief program overview. He then Introduced Jason Ferguson.

Jason Ferguson told the group that the ASEP students were doing well and that we currently have 10 1st year students and 12 2nd year students. He also indicated that the ASEP students would be using a new text book to supplement the GM specific curriculum. The text is Automotive Technology by James Halderman. The committee was able to examine the book and there was no opposition to the new supplement text. He then turned the group's attention to the current schedule of having classes on Wednesday and Thursday from 8:30am until 4:30pm. At times there have been some tool and space consideration especially when conducting the "Hands-On Assessments". Mr. Ferguson then asked, would there be conflicts at the dealership if the ASEP days were to be moved to Monday and Tuesday 8:30am until 4:30 pm? There was some discussion with the majority agreeing to allow for the change to Monday/Tuesday if it was necessary.

Dan Rohring and Mark Merit then gave a brief overview of update and GM Current issues that were of interest to the service managers, but were not issues concerning or affecting the GM ASEP program.

Coy Merrill from STC also gave a report of dealer training numbers and classes currently available. This information was for the dealers and had no bearing on GM ASEP except for the availability of the STC classes being used to satisfy the ASEP students required New Products 1 &2 classes.

Rich Steere then gave an overview of a presentation made in Dallas highlighting the new GM “Express Tech” program. He indicated that the presentation was made in October and that a dealer survey had been conducted by General Motors and that it indicated a shift from A to C level technicians. The discussion that followed was for clarification and the dealers represented did not feel this trend represented their needs. It was also made clear that they did not want this new one semester program to replace or change the existing ASEP program. The question was asked if this program could be added to ASEP and how that would work. Rich Steere responded that we would consider the program but only when the dealer need occurred. Also, that ASEP would continue to be our main program for meeting the GM dealer need for new technicians. It was made very clear that only a few would consider supporting the GM Express Tech program at this time.

Jason Ferguson had on item of old business and indicated that even though the Advisory Committee felt that an E-conference should be investigated and tried once per year, NATEF would not count such a meeting and required in person meetings once per semester. The committee was not clear as to why we could not have one meeting as an E-Conference and one in person meeting as E-Conferences are an accepted business practice.

The next meeting was set for April 17th, 2007 at 10:00am.

The meeting was adjourned at 11:30am.

ASEP ADVISORY COMMITTEE

Minutes

4-17-07

Attending: See Attached list of Attendees

The meeting was held at Oklahoma City Community College in the ASEP classroom and began at 10:00 am. Chairperson Dan Rohring began the meeting with a welcome and an introduction. He indicated that lunch would be provided and then asked Larry Grummer to give a College and Program update.

Larry Grummer indicated that the program was doing well and into the 22nd year here at the college. He also indicated that both the school and program have gone through changes and that we would be discussing that in greater detail later. He also told the group that we were in our spring recruiting mode and that we would be looking at a number of potential ASEP students for the fall of 2007. He told the group that it still holds true that the most successful way to find good ASEP students is to have the dealership identify a good employee that is already at the dealership and maybe is in a position of working in make ready or light service and send that person to the ASEP program to be trained. There was no discussion. Larry Grummer then introduced Rich Steere to give the ASEP updates.

Rich Steere indicated that there were approximately 10 ASEP students in both the 1st and 2nd year classes and that the students were doing well. He then began a discussion on the ASEP embedded standards which included the CBT (Computer Based Training), IDL (Interactive Distance Learning), and HO (Hands-On Classes). It was discussed that the IDL's must be done at the dealership, the CBT's in the past had to be a student assignment, and the HO classes were being done at the college. It was proposed that the CBT's be added to what is done while the student is at the college because they were just not getting done. It was agreed upon that the CBT's be added into the college curriculum. There were no advisory members indicating opposition to the change. The second item discussed was low enrollment in not only ASEP, but in all the Automotive Programs. It was also noted that the secondary programs including AYES numbers were very low. It was proposed that the dealers allow the secondary students to shadow at the

dealership in order to give the students exposure to the dealer operation and to allow the dealer to get to know the students. The students would leave a personal fact sheet which would include a picture. At the end of the shadow experience the student could attend a job fair were the dealer and students could come together and the dealer could then hire one or more students as ASEP students. A survey was passed out to the dealers represented at the meeting allowing them to indicate if they would support such a program. The results of the survey were as follows:

Dealers in Support: 14

Dealers not in Support: 5

The discussion ended with a start-up date of fall of 2007 being proposed for the program.

There was no old business.

It was announced that the ASEP recognition dinner would be held on May 9th at 7:00pm.

There was no other discussion.

The Next Advisory Committee Meeting was scheduled for Tuesday, October 16th.

The meeting was adjourned at 11:00 am

ASEP ADVISORY COMMITTEE
Minutes
10-16-07

Attending: See Attached list of Attendees

The meeting was held at Oklahoma City Community College in the ASEP classroom and began at 11:45 am. Chairperson Dan Rohring began the meeting with a welcome and an introduction. He indicated that lunch would be provided and then asked the group to review the NATEF description of the Advisory Committee Officer Duties. He then asked the committee to vote for a Chairperson and Vice Chairperson to serve for the next year. The committee then was invited to have lunch.

Rich Steere then gave program update and indicated that the program had fallen short of the required number of students by one for this year and that recruiting efforts would need to be increased to ensure that next years class would exceed the required amount. At this time he also asked members to read the minutes from the last meeting and approve them. A motion to accept the minutes as written was made by Steve Couch and seconded by Jerry Cantrell.

Jason Ferguson then gave an overview of the program curriculum indicating that each member had a program guide, a copy of the student training path, a copy of the General Motors STC required training standards and a student degree check in the provided advisory committee folder. Mr. Ferguson indicated that the curriculum change that had occurred included the embedding of the required IDL's into the ASEP curriculum. Randy Hadley asked, "It is true that none of the GM training courses are awarded until the student has completed all the required course work to obtain the AAS degree from the college – correct? Jason Ferguson indicated that was correct. Mr. Ferguson then indicated that the WEB based training was a prerequisite for the Hands-On courses that were taught in ASEP and that the required WEB courses were in the student's work journal and should be completed prior to coming to class. Josh Fowler asked, "at what point does the student get a

TMS number that would allow him or her to do the WEB based courses – do we give them the number or is it done through the ASEP program? It was indicated that the ASEP program assigned that number when the student is entered as an ASEP student on the GM web site. Paul Maggia asked if the service managers could get the students course progress in an effort to keep them on track for graduation and to ensure the dealer and technician would benefit from the GM training history. Jason Ferguson indicated that if the student has signed a college provided release form all grades and progress including attendance records could be released to the dealer.

Michael Murray stated it would be good if GM could expedite the awarding of GM credit because mine was delayed and it took an extended time with effort on my part to get the credit awarded.

Jason Ferguson then gave a report on the status of the tools, equipment, and facility and all were invited to tour the facility. Mr. Ferguson indicated that we have had three vehicles donated in the last year and several dealer buy outs which have greatly enhanced the already adequate tool situation for the program. He also stated that we still have the Hunter training center here and all the alignment equipment is new.

Rich Steere then gave a report on the status of the NATEF recertification process and indicated that four members would be completing the recertification self evaluation report to be summarized and added to the recertification application. It was also noted that a minimum of two persons from GM Dealerships would be needed to be available some time in the spring semester for the on-site visit.

A discussion was then prompted by a question as to what could be done or what was being done to remedy the current low enrollment situation. Both Jason Ferguson and Rich Steere commented on past endeavors that had not been fruitful in producing student candidates. Rich Steere invited the advisory committee members as representing business and potential careers to join us in the recruiting efforts that would take place this spring and would be focusing on the career technology centers. Randy Hadley commented that we are going to have to be involved more if we want to generated interest in this career. Steve Couch and Johnny Roberts indicated that it was greatly different for the students to here from potential employers as opposed to hearing from educators and thought it to be a good idea for the

employers to partner with the college in their recruiting efforts for the fall 08 class.

A short discussion concluded the meeting about the new GM Express Tech program and do we feel it is needed here. There was not a great deal of discussion but at least 5 dealers indicated that if we started an express tech program that they would support it.

Election of officers was conducted with the following results:

Chairperson: Paul Maggia – V.P. Fixed Operations for Bob Moore

Vice-Chairperson: Randy Hadley – Service MGR for Marc Heitz Chevrolet

The meeting was adjourned at 1:00 pm.

ASEP ADVISORY COMMITTEE

Minutes

5/29/08

Attending: See Attached list of Attendees

The meeting was held at Oklahoma City Community College in the ASEP classroom and began at 12:00 noon. Chairperson Paul Maggia began the meeting with a welcome and an introduction. He indicated that lunch would be provided. Minute approval was moved to the end of the meeting so that copies could be made for the membership.

Rich Steere then gave program update and indicated that the program had fallen short of the required number of students by one for this year and that recruiting efforts had paid off this spring and that there were some 40 -50 interested students and that 10-12 were already enrolled and placed.

Jason Ferguson then gave an overview of the program curriculum indicating that the program guide, student training path, and General Motors STC required training standards had not changed. What is new he said is the required reference books. A copy of the Engine Performance book was presented and passed around. Paul Maggia asked if there was one book for all eight areas and Jason Ferguson responded that there was. Dan Rhoring was curious about the price as all students would be required to purchase all eight books. Rich Steere responded that the books would be approximately \$125.00 each.

Jason Ferguson also indicated that we have had good dealer support for the fall class of 08. He indicated that we have around 15 dealers willing to sponsor students and 2 or 3 that would like us to contact them in the fall. He also indicated that we were in the process of receiving the GM tools ordered for the summer and that we had already received the MDI, some transmission materials and would receive the rest of the order before fall.

Old Business was addressed and Rich Steere said that we had received NATEF Recertification in all areas and that the on-site team had only one recommendation affecting ASEP and it was for more space.

New Business was addressed as follows:

- GM Express Tech Program – it has been canned.
- Dealer/College Partnership Agreement

This agreement was presented, explained and distributed to all dealerships present. It was asked if the dealerships legal counsel would look at it – mark it up – and return with it to the next committee meeting for consideration.

A discussion followed and Randy Hadley asked if students were or had in the past been sent out who were not insured. Jason Ferguson indicated that it was our policy and every effort had been made in the past to be certain that the students sent out were insured. We did although think it was better to have this in a written agreement between the dealer and school. It was agreed that the two groups (Bob Moore Group & Marc Heitz Group) would take the agreements to their respective legal departments for consideration.

- Paul Maggia asked the group for a date for the next meeting.

Rich Steere asked if it could be in late August or early September. It was agree upon that we would be next on September 9th.

The minutes from the previous meeting were then distributed and read by the members; Jerry Cantrell motioned for the minutes to be accepted as written and Paul Maggia Seconded.

Dan Rhoring then made a motion to adjourn and Stephen Cannon Seconded the motion. The meeting adjourned at 1:00pm.

ASEP ADVISORY COMMITTEE

Minutes

9/9/08

Attending: See Attached list of Attendees

The meeting was held at Oklahoma City Community College in the ASEP classroom and began at 12:00 noon. Chairperson Paul Maggia began the meeting with a welcome and an introduction. He indicated that lunch would be provided. Members were provided with minutes, the proposed career experience agreement, and contact information for Oklahoma City Community College automotive faculty.

Rich Steere then asked for members to read the minutes from last spring's meeting and for any changes or corrections needed. Randy Henderson made a motion to approve the minutes as written and Dan Rhoring gave a second. It was also asked that the members read and approve the new career experience agreement between the school and the dealerships. Paul Maggia indicated that the Bob Moore legal department had looked the agreement over and had no objections to it. Members agreed to take 6 weeks to again review the document with their HR departments. Rich Steere also indicated that the school was requiring all students to sign a waiver of liability, and indicated that the dealers may also want to do the same.

Jason Ferguson then gave an overview of the program curriculum indicating that the new books were in and that we would begin using them in the fall of 2009. Also, that the enrollment was up and that we started with 15 students and had placed 14 of them. He reminded the dealers that the ASE examinations and the Fundamentals courses should be completed for the dealership to get the expected training history download they would be anticipating upon graduation of their student. He then told the group that the students needed to keep up with the online training and that the requirements were listed in the career experience book. A sample was passed around for all members to review. He then added that the tool situation was satisfactory

and that the vehicle inventory was good and that a new suburban was on the way.

A discussion was then had in regard to the STC training satellite being moved. It was indicated that the college tried to keep the site in Oklahoma City but the lease space price was never agreed upon.

Paul Maggia then asked the committee to elect a vice chair and that Randy Hadley would move into the Chair position. Robbie Thomas was elected vice-chairman with the school retaining the responsibilities for the secretary position.

There was no other discussion and the meeting was adjourned at 1:00pm

ASEP ADVISORY COMMITTEE

Minutes

4-7-09

Attending: See Attached list of Attendees

The meeting was held at Oklahoma City Community College in the ASEP classroom and began at 7:00am. Breakfast was provided by the college and the meeting began with a welcome and an introduction. Rich Steere indicated that the chairperson of the committee Randy Hadley had taken another position outside of General Motors and would not be in attendance today. Also, that Robbie Thomas would be the new chairperson as he currently was the Vice Chairman. A vote was taken for the position of vice chairperson and Robert Stalnaker was elected from Marc Heitz Chevrolet.

Minutes from the September 9th meeting were distributed and Robbie Thomas made a motion to approve them as written with Paul Maggia giving the second. All were in agreement with no discussion.

Jason Ferguson then gave an overview of the facility, tool situation, and curriculum. He indicated that the new furniture had been ordered for the previous lease space and that one room was slated for our electronics lab and the other would be used for alternative fuels. He gave a short overview of the CNG initiative. Also, he indicated that the ASEP curriculum was now complete and we would be using 8 new books by Halderman. He also indicated that we had purchased new 5 gas analyzers that would be used primarily for the alternative fuels courses but also would be used in the engine performance classes.

Rich Steere then asked for members to read the minor changes to the Career Experience Course "Agreement". A motion was made to accept the Agreement as written by Paul Maggia and a second was given by Robbie

Thomas. There was no discussion, but it was noted that the agreement was a fluid document that could be altered if anyone's legal department had a problem with it.

The student insurance policy pamphlet was given to all members and Rich indicated that we have the procedure for making a claim in the pamphlet and that the service managers should reference it when a claim needs to be made. Also, that we are trying to get students insurance cards so there is no question when the policy expires.

A discussion was then led by Rich Steere and Jason Ferguson on "Breaking the ASEP Model". They presented an option for a non-paid career experience in which the student would be insured but would not be paid for the first 2 career experience classes. The student would only work two days a week and accomplish 128 hrs for each of the two first two career experiences. This would allow for dealers whose service business had declined to still be able to participate. It would also give the student more options in completing the required course. In addition, the overall dealer group was receptive to having students in class on a Monday/Wednesday or Tuesday/Thursday to allow for more options when the student is trying to schedule classed for the academic portion of the degree.

Dan Rhoring gave a brief overview of some of the speakers and events occurring on the 21st at the dealer service club meeting.

The meeting adjourned at 8:00 am.