

CALIFORNIA CATERPILLAR DEALER SERVICE TECHNOLOGY COUNCIL

THINKBIG ADVISORY BOARD MEETING

MINUTES

August 15, 2017

Meeting 10:06 am – San Joaquin Delta College – Shima 114

PRESENT:

Max Jones, Chairman, Holt CAT	Dannel Hepworth, Dean AS, B & T
Mace Gjerman, Vice Chair, Peterson CAT	Rich Dettloff, Delta College Instructor
Cameron Pickett, Hawthorne CAT	Sean Alford, Delta College Instructor
Tom Yeaglin, Quinn CAT	Brad Hannan, Delta College Instructor
Ted Fleming, Peterson CAT	Peter Cooper, ETP Assistant Director
Christina Alatore, Peterson CAT	Robert Sanger, CA Mfg. & Tech. Assoc.
Rick Guantone, Auto Trades JATC	

Max Jones, called the meeting to order at 10:06 am

1. Minutes of Previous Meeting:

The minutes of the May 24, 2017 meeting were approved with a motion by Mace Gjerman, seconded by Tom Yeaglin and approved by unanimous vote.

2. Business and Economic Reports:

Cameron reported that Hawthorne is experiencing steady growth business especially in the Power Division. There is also a shortage of technicians. Hawthorne is looking into establishing an internal technician training program.

Max reported that business is stair stepping upwards. Holt is experiencing technician challenges and proceeding to look at strategies to grow their own.

Mace reported that Peterson's business crazy-good. The shops are almost at the point that they are turning down work. Training is always busy.

Tom reported that Quinn's business is good and they now have 5 trainers. Quinn is looking to tie pay to competencies. Quin and Hawthorne are looking towards some joint training.

3. Delta College Reports:

Dannel Hepworth reported that the hiring process for the new Diesel instructor was reopened because there was only one applicant the applied. Dannel appealed to the committee for any assistance that they could provide to identify applicants for the position. Max has talked to several high school instructors about the position. The dealers will look at posting the position on the CAT Jobs website. It was proposed that they may want to reach out to some of the ThinkBig graduates that have been in the field for a while. Dannel offered to provide the dealers with the minimum qualifications for the position.

The enrollments are down again this semester, which will affect the college and division funding and budgets.

There has been a revision in the paperwork for apprentices taking the 69V internship class, which will be implemented this Fall.

Rich Dettloff has indicated the he may be applying for early retirement if he can receive an additional 2 years towards medical coverage to qualify for medical coverage after retirement.

4. Academic Performance Reports:

RSI & Gen ED Academic Reports:

Kelly Arceo provided the 2016 and 2017 Cohorts current grade reports. The members discussed the status of 2016 cohort. The apprentices have done well in the CAT classes, but there are a couple of 'F's for the general education courses. We will be looking at changing the math class from MATH 92G to MATH 086.

The members reviewed the 2017 cohort and identified those apprentices that need to improve their assessment scores in math, reading and comprehension.

The instructors have implemented a new procedure with the 69V Internship class. If the apprentice is delinquent turning in their internship paper, they have to turn in the paper with twice the number of words. This seems to have corrected the number of late papers.

5. Financial Reports:

Contract Financial Reports:

Rich provided the 2016-2017 Budget has a balance of \$83,184.45. The committee reviewed the budget detail and Rich pointed out the expenditures that charged to the AS&T Division Office. Rich will identify all the Division Office expenditures, deduct it from the original \$30,000 set aside and establish an account with the remainder of the funds. This will allow for tracking of the remainder of the funds allocated the Division.

Rich provided the 2017-2018 Budget and projected a starting budget of 210,300.00, which includes the funds for the 2017 cohort. The committee reviewed the budget items and allocations and provided feedback for some adjustments.

Foundation Financial Reports:

Rich presented the 2016-2017 Foundation Budgets, which was reviewed by the committee. There has not been any activity during the fiscal year, but there was an ending balance of 156,492.00 which is a 27,377.00 increase over the ending balance. For the 2017-2018 Budget there was a debit of 27,377.71. Max and Rich will meet with the business office concerning the 27,377.71 debit.

Diesel/Heavy Equip/Fluid Power Funding Requests:

- Fluid Hydraulic Demonstrator (Hydrostatic) – \$25kPurchased
- Air Brake Board with ABS & Traction Control – \$50k
- Updated Hunter Alignment Machine – \$60k
- CAT Tier 4 Final 9 liter and up engine stand – \$100k
- Mini Excavator – +/- \$50k.....Purchased
- 1234 Air Conditioning Machine – \$10k each.....Purchased
- R134A portable A/C Machine (Qty 4) – \$1.5k each
- A/C Trainer (Qty 4) – \$10-15k each
- Portable Video Recorder – \$1-1.5k
- Replacement Laptops (Qty 30) – \$1.2k each
- Equipment/Trucks with latest technology – +/- \$60k each.....Purchased

- Equipment Trailer - \$7.5k

The equipment requests have been prepared to be submitted for funding from several funding sources. They may be funded from CTE/Perkins funds, external funding or the Caterpillar Contract Account. The Fluid Hydraulic Demonstrator and 1234 Air Conditioning Machine have been ordered. The Mini Excavator has been purchased. Tom will prepare a quote for a used CAT Tier 4 Final 9 liter and up engine stand. The Equipment/Trucks with latest technology has been purchased. Max will inquire at the Holt CAT Rental Store for a used equipment trailer.

The committee approved the Contact Financial Budget Report, the Foundation Financial Budget Report and the Diesel/ Heavy Equipment/ Fluid Power Funding Requests by a motion of Max Jones, seconded by Rick Guantone and carried by unanimous vote

6. Apprenticeship Reports:

Rick Guantone reported that the JATC meet prior to the CAT Advisory Meeting. The committee approved the apprentice registrations for 36 Caterpillar Apprentices and 1 Bobcat Central apprentices. The committee reviewed apprentice upgrades and approved September 1st upgrades pending OJT records, completion of RSI and positive evaluations/upgrade forms.

Other Topics Outside normal JATC Business

Employment and Training Panel

Peter Cooper, Assistant Director for the State Employment and Training Panel and Robert Sanger from the California Manufacturers & Technology Association attended the meeting to discuss the possibility of the CAT dealers developing a proposal to receive EPT grant for the on-the-job training (Productive Lab) part of the apprenticeship program. Peter provided an overview of the ETP and the amount of funds that are available to employers to cover part of the training costs. There is usually about 90 million dollars available annually for the State. The individual grants range for \$200,000 to \$950,000. The reimbursement for RSI is about \$15.00 per hour of instruction and \$18.00 per Productive Lab with a maximum of 200 hours per apprentice. ETP has not funded a grant for Productive Lab hours only. Peter will explore the concept with John Dunn, who is with the State Labor Agency. California Manufacturers & Technology Association could be a sub-contractor to assist in writing the grant and provide for the administration of the grant. There may be the possibility for WorkHands system to be utilized for the Productive Labs hours reporting.

Consultant Reimbursement Rate

Rick discussed the fact that his reimbursement rate \$40.00 per hour for work performed for the JATC has not changed since he began working for the JATC in 2006. Rick proposed an increased rate of \$50.00 per hour. The committee discussed the proposal and approved the rate with a motion by Mace Gjerman, seconded by Tom Yeaglin and approved by unanimous vote.

7. Curriculum & Instructor Requests:

Curriculum Updates:

CAT 83 Sean reported that he will be incorporating the Tier IV content into CAT 83 this Spring. Sean also discussed how he was updating the course to incorporated more current skills.

CAT 84 and CAT 91 The faculty will be updating CAT 84 and CAT 91 to include Data Link and CAN. CAT 91 is the course that is most in need of being upgraded. CAT has new materials for Data Link and CAN and Max & Mace have volunteered to locate the materials. Mace will look into providing the Data Link Training –Student Guides from Eaton for the course. The revisions will include introduction to AC generators & motors and variable frequency controls.

CAT 86 The CX31 transmissions will be used for the CAT 86 course. Mace will be providing another CX31 transmission for the program.

CAT 92 and CAT 93 The plan is to also add Tier IV and Enhanced Electrical Diagnostics for CAT 92 and CAT 93.

There was a discussion about creating a **CAT Technician Certificate** for a one year of the ThinkBig program. This would allow apprentices that could take the 1st year of the ThinkBig program and then enter the EPG program at Portland Community College. This way Delta College would get credit for a completion certificate. Rich will be working on this.

9. Student Development:

Seat Commitments: The current total seat commitments for Fall 2017 are for 36 apprentices.

The dealer totals are:

<u>2016</u>		<u>2017</u>	
Hawthorne	3	Hawthorne	4
Holt	9	Holt	10
Peterson	6	Peterson	11
<u>Quinn</u>	<u>7</u>	<u>Quinn</u>	<u>11</u>
	25		36

There was a discussion of the new maximum number of seats available for the ThinkBig program.

Maximum Seat Count

Hawthorne	4
Holt	10
Peterson	10
Quinn	10
<u>Open Seats</u>	<u>2</u>
	36

The 2 open seats would be available on a first come basis after July 1st.

There were several expectations that the Dealers wanted to include in the school rules and included in the 2017 Apprentice Orientation.

Dealer Academic Expectations

- Attention Span – Unscheduled breaks from class
- Technology – Appropriate use at all locations
- Instruction Execution – Verbal & written
- Reading Comprehension – Read carefully ... don't scan
- Engagement – Maintaining 100% effort even when the assignment/task is not pleasant
- Marijuana Rules
 - Recreational marijuana use legal
 - Dealers prohibit any measurable amount of THC
 - Regular drug testing after an accident
 - Random drug testing
- Attendance & Punctuality
 - Arrive early to class & return promptly from breaks
 - Email all ThinkBig instructors & Dealer Coordinator if you will be late or absent at least one hour before the start of class
 - Tardiness may result in a Lock-out requiring a call to the Dealer Coordinator
 - Instructors provide breaks every +/- hour
- Use of Technology
 - Phone are off & Stored unless used for an appropriate business purpose
 - Computers are closed during lecture unless instructor directs otherwise
 - No Video Streaming on campus at any time
- Execution of Instructions – Verbal & Written
 - Instructor verbal instructions carry the same weight as if a Supervisor was giving them
 - Written instructions are like following SIS procedures
- Reading Comprehension
 - Read all documents carefully – don't scan
- Engagement
 - Give 100% effort even when the assignment or task is not pleasant
 - Always stay busy & productive
- End Goal
 - Develop you to be the most productive & successful CAT Dealer Technician you can be

10. Instructor Load:

Rich Dettloff

- Fall – 20 Units
 - CAT 80 – Service Industry (1st 8-weeks)
 - INDUS 035 – Mobile Hydraulics (1st 8-weeks)
 - INDUS 031 – Industrial Hydraulics (16-week night class)
 - INDUS 045 – Industrial Technology (2nd 8-weeks)

- Spring – 17 Units – New Instructor?
 - CAT 82 – Hydraulic Fundamentals (1st 8-weeks)
 - CAT 94 – Machine Specific Systems (2nd 8-weeks)
 - INDUS 045 – Industrial Technology (16-weeks)
 - INDUS 094 – Industrial Mathematics (16-weeks)
- Summer – ?? Units – New Instructor?
 - CAT 87 – Machine Hydraulics (1st Session)

Sean Alford

- Fall – 25 Units
 - CAT 81 – Engine Fundamentals (1st 8-weeks, Lecture & Lab)
 - DIESEL 091 – Heavy Duty Brakes (1st 8-weeks)
 - CAT 69V – Internship: Soph (E-Mail) & Frosh (Visit)
 - CAT 90 – Undercarriage and Final Drive (2nd 8-weeks)
 - CAT 91 – Machine Electronic Systems (2nd 8-weeks Lecture)
- Spring – 30 Units
 - CAT 83 – Fuel Systems (1st 8-weeks)
 - DIESEL 093 – Heavy Duty Truck Components (1st 8-weeks)
 - DIESEL 099 – Computer Diag & Troubleshooting (1st 8-weeks)
 - CAT 69V – Internship: Soph (E-Mail) & Frosh (Visit)
 - CAT 92 – Engine Performance (2nd 8-weeks)
 - DIESEL 096 – Diesel Engine Fuel and Tune-Up (2nd 8-weeks)
- Summer – 7 Units
 - CAT 86 – Power Trains (2nd Session)

Brad Hannan

- Fall – 25 Units
 - CAT 81 – Engine Fundamentals (1st 8-weeks, Lab only)
 - DIESEL 094 – Diesel Engine Principles (1st 8-weeks)
 - CAT 91 – Machine Electronic Systems (2nd 8-weeks Lab Only)
 - DIESEL 095 – Diesel Engine Repair (2nd 8-weeks)
- Spring – 22 Units
 - CAT 84 – Electrical Fundamentals (1st 8-weeks)
 - DIESEL 092 – Heavy Duty Power Trains (1st 8-weeks)
 - CAT 93 – Machine Diagnostics (2nd 8-weeks)
 - DIESEL 098 – Allison Transmission Service (2nd 8-weeks)
- Summer – 6 Units
 - CAT 85 – Air Conditioning (2nd Session)

GenEd Sequence

- **AGEGR 21 – Welding (Taddei)**
- **CDEV 026 – Child, Marriage & Family (Bush)**
- **BUS 20 – Intro to Business (Danielson)**
- **NR 002 – Environmental Science (TBD)**
- **POLSC 001 – American Government (Cardiel)**
- **COM ST 001A – Communication Studies (Bruce)**
- **ENG 001A – Preparatory English (Marconi)**
- **ENG 30 – Film as Literature (Marconi)**
- **MATH 86 – Math Concepts (TBD)**

11. Business Items:

Old Business:

Cost per Seat:

The cost per seat count will remain at \$3,500.

Delta Surplus Items:

The instructors are still working on the list of surplus items.

DPC Navigation Training:

Peterson will be providing the DPC training for the apprentices on Wednesday August 23rd.

ThinkBig GenEd course tracking – Who & How:

Kelly Arce will be working with the dealers to ensure that all the apprentices are enrolled in the general education courses.

New Business

Exploring Funding a Recruiter for Diesel Instructor Position:

The dealers discussed ways that they could assist in the recruiting process for the Diesel Instructor Position. They have made inquiries with some of the AG instructors in the area.

They will explore the possibility of the past graduates from the ThinkBig program. They will look into advertising the position in the CAT Job System. Max will meet with Dannel to explore how the dealers can assist in the process.

Upstairs Racking:

The college has allocated \$25,000 for the racking system. The college is conducting an engineering study for the design and installation of the racking. There has been no new news.

CAT Surplus List Requests:

A review of the CAT Surplus Lists is difficult to interpret. The lists only have the part numbers with no descriptions. Max said that, if they can identify some items that look promising, just send him the p/n numbers and he will look up the descriptions.

CAT Inc. Instructor Training:

Bobbie Kellum, Mr. ThinkBig, has indicated that he wants to have each ThinkBig school help update the ThinkBig Curriculum and include it in the Dashboard.

12. Calendar of Events

- ThinkBIG World Conference – May 22-25, 2017
- Construction Trades Career Fair – Sept 15, 2017
- FFA National Convention, Kentucky – Oct 25-28, 2017
- ThinkBIG Freshman Start of Classes – Aug 21, 2017
- ThinkBIG Open Houses – Feb 10 & Apr 8, 2018
- FFA State Convention (Anaheim) – Apr 22-25, 2018
- SkillsUSA State Competition (Location?) – April 2018
- ThinkBIG Council & JATC Meeting – May 23, 2018
- 2018 ThinkBIG Graduation – May 24, 2018

13. Action Items, Responsibility and Timeline & Sub-committee assignments:

- Max will take lead on Math/ENG success planning ✓
- Paul & HMC will take lead on quoting Mini HEX ✓
- Tom & Quinn will take lead on quoting C9.3 T4f
- Cameron will review with Paul the progress on the development of the ThinkBig Brochures and other marketing materials.

AJOURNMENT:

The meeting was adjourned at 4:45 pm

Respectfully Submitted

Rick Guantone

Diesel/Heavy Equipment Advisory Committee Members

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