

# CALIFORNIA CATERPILLAR DEALER SERVICE TECHNOLOGY COUNCIL

## THINKBIG ADVISORY BOARD MEETING

### MINUTES

August 16, 2022

Meeting 11:00 pm

San Joaquin Delta College, Stockton and Internet Meeting

**PRESENT:** Mace Gjerman, Co-Chairman, Peterson CAT  
Louie Heflen, Holt of California CAT  
Jon Kramer, Quinn CAT  
Paul Kessel, Hawthorne CAT  
Rick Guantone, San Joaquin Valley Automotive Trades JATC  
Rachel Kelly, Hawthorne CAT  
Keila Estrada, Quinn CAT  
Courtney Palmer, Hawthorne CAT  
  
Kelly Arceo, SJDC Success Coach  
Brad Hannan, SJDC Instructor  
Sean Alford, SJDC Instructor

Mace Gjerman called the meeting to order at 11:00 pm

#### **1. Minutes of Previous Meeting:**

The minutes of the May 11, 2020 meeting were approved by a motion from Jon Kramer, seconded by Louie Heflen and carried by unanimous vote.

#### **2. Business and Economic Reports:**

Paul Kessel reported that work is good, supply chain issues are good. There still is a need for technicians and support staff. Business outlook for next year is good.

Louie Heflen reported that Holt's business has been good. There is a continual need for technicians. There are still difficulties with getting supplies for repair and servicing equipment.

Mace Gjerman reported business in California is doing well. Peterson started 14 earthmoving technicians at Portland Community College. This is the largest class ever. We are struggling of recruiting without a fulltime recruiter.

Jon Kramer reported that business is doing well. There is one apprentice from each of the stores but one. They are back to recruiting at career fairs and FFA. They had over 900 applicants for the ThinkBIG program.

### 3. Delta College Reports: None

#### Administrative Update

Kelly reported that they have a new acting Dean for Applied Science, Business and Technology Division. Dave Thomas is the new acting dean and comes from teaching in the electrical program.

#### Financial Outlook

### 4. Student Recruiting

#### Current Fall Cohort Seat Count 2022

Hawthorne	0
Holt	9
Peterson	8
Quinn	<u>17</u>
<b>Totals</b>	<b>34</b>

#### Stockton Housing & Other Recruiting Topics

Mace reported that Portland Community College has provided an LEA letter to DAS for RSI course in support of the Caterpillar Dealer Engine Technician apprenticeship Program. Peterson is providing all the Portland apprentices with a \$500 monthly stipend for housing while they are attending classes at Portland Community College. The San Joaquin Valley Automotive Trades JATC approved Portland Community College as an additional LEA for the Caterpillar Dealer Engine Technician Apprenticeship Program

### 5. Student and Curriculum Development

#### Academic Performance Reports

The Academic Performance Reports were not available for the meeting. Kelly Arceo will forward reports this afternoon.

#### Curriculum Development

- All the course texts are online
- Lecture classes are virtual or hybrid
- Sean can now teach NR2. He is also working on revising Industrial 94 Math course, to see if he can get it approved for non-transfer AS degrees.

Jon asked how it was going with the Quinn apprentices returning their GE textbooks to CAT instructors so that they would be available to the new apprentices.

The issue about out-of-state fee waivers is still an issue. Danell was not available to attend the meeting.

With the lecture classes online and asynchronous, the dealers have requested that all the tests/exams be conducted in a classroom with a CAT instructor. The instructors agreed that this would be a good policy

## **6. Financial Reports and Funding Requests**

### **Contract & Foundation Reports**

Brad arranged for Shondra Kaufman and Veronica Luna to join our meeting and help explain how to read the financial reports and provide additional data for income and expense line items. They looked at the CAT ThinkBIG Dealer Contract and the CAT Foundation Budgets. They reviewed the 2021-2022 budgets along with some prior budgets.

Shondra and Veronica provided a wealth of knowledge and Shondra guided the committee through the line-item expenditures and when needed to the actual invoices. Shwa Is guided them through the revenue accounts.

The committee was able to follow the transactions and have their questions answered.

The outcome of the meeting was that this was the first time that the Committee felt that they could actually see what the transactions were and view invoices when necessary. They were comfortable with the expense statements. They did discover that Quinn's \$56,000 check for student seats for last year was not shown on the revenue statement. Quinn was going to check to ensure a check was issued and if there was a record that it was cashed. Then they will get back with Shondra.

The reported 2021-2022 balance for the Caterpillar Foundation Account was \$129,334. The reported 2021-2022 balance for the Caterpillar ThinkBIG Dealer Contract was \$188,367. This does not include Quinn's check for \$56,000 from last year.

There was a motion from Louie Heflen, seconded by Jon Kramer to transfer \$125,000 from the contact account to the foundation account.

### **ThinkBIG & Diesel Funding Requests by Instructors**

To be provided.

### **Update on Delta Surplus Items**

The instructors have completed the disposal of the surplus items.

## **7. Instructor Load**

The committee reviewed the original ThinkBIG requirement was for 2.5 dedicated instructors. Currently there are 3 instructors and 1 adjunct instructor for teaching courses for CCDET, Diesel, Industrial Technology, ThinkBIG and RTD programs. This is still an issue and will be carried over to the next agenda.

The instructors will be involved in a 3-year Program Review which needs to be completed before they can request an additional instructor.

## **8. Instructor Training Needs**

The committee discussed the need for an ARC Flash class in the future. The instructors were interested in taking a NFPA 70E Class. Mace also recommended the NEXT GEN TECH course.

## **9. New Certificate Achievement Proposal**

Brad presented the program proposal for the Caterpillar Dealer Service Technician Apprenticeship – Certificate of Achievement. Once the apprentice has completed their CAT



courses, they will be eligible to be awarded the Caterpillar Dealer Service Technician Apprenticeship – Certificate of Achievement. The Committee discussed the proposal and approved Brad to pursue the Caterpillar Dealer Service Technician Apprenticeship – Certificate of Achievement by a motion from Mace Gjerman, seconded by Rick Guantone and approved by unanimous vote.

#### 10. Calendar of Events

- ThinkBIG 2021 Open Houses – Feb. 4, 2023
- SkillsUSA State Finals (Virtual) – April 13-16, 2023 Ontario
- FFA State Convention (Virtual) - March TBA, 2023
- SkillsUSA National Conference (Virtual) – Jun 20-24, 2022
- SkillsUSA National Conference. Atlanta – June 19-23, 2023
- ThinkBIG Advisory & JATC Meeting – August 16, 2023
- ThinkBIG Freshman Orientation – August 17, 2022
- ThinkBIG Freshman Start of Classes – Aug 22, 2022
- Construction Trades Career Fair – September 23, 2022
- FFA National Convention, Indianapolis – October 26-28, 2022
- FFA National Convention, Indianapolis – November 1-4, 2023
- ThinkBIG Graduation & BBQ – May 18, 2023
- Caterpillar World Conference , Ohio – TBA 2023

#### 11. Max Jones Jr. Memorials

##### Max Jones Celebration of Life

A Celebration of Life for Max Jones was held on June 12, 2022 in Rancho Cordova.

##### Establishing Scholarship Fund in Max Jones' Name

Brad reported that he is completing the paperwork for naming the 112D Lab – the Max Jones Memorial Lab.

Louie will work with Mace to secure funds from the CAT Dealer Excellence and Dealer funds to establish a Delta College Scholarship Fund in the name of Max Jones.

##### Naming of Classroom/Lab for Max Jones

The Committee discussed the naming of one of the classrooms or lab for Max Jones. It was decided to name the Engine Lab for Max. Brad will continue the process.

#### 12. Items for next meeting

Statewide ThinkBIG outreach and recruiting

#### 13. AJOURNMENT:

The meeting was adjourned at 3:00 am

Respectfully Submitted



Rick Guantone