



2022 Spring Career Education Advisory Committee Agenda

May 11<sup>th</sup>, 2022 at 8:00 am

Zoom: 987 5133 6927 • Password: Spring22

Attendance:

Sal Diaz

Douglas Cook

Wendy Lucko

Rex Jaramillo

Henry Gelb, Nick alexander imports, shop foreman

Jeff Christophel, Managing partner HOP

Ron Kato, ASE Field manager CA

John Eppstein, John automotive care

David Steiman, Marketing PCC

Armine Derdarian, Dean

Tim Chakarian, Bimmer PHD

Adam Cutrona, PCC Student

Angie Robert, ASCCA

Gustavo Marroquin, PCC Student

Edgar Tena, PCC Student

JB Barakat, Work Base Learning Program Manager

Seiko Navata, Seiko Auto Service Monrovia

8:07 -Introduction

Nominate Chair: Angie Roberts motion to nominate Tim Chakarian

2<sup>nd</sup> Motion: Douglas Cook

Motion to approve Fall21 minutes: Angie Roberts

2<sup>nd</sup> motion: Salvador Diaz

Agenda:

1. School and Curriculum Update

A. Follow up from previous meeting

I. Working outline for Auto200B, Strength & Agility Class: Wendy Lucko

Overview of the research towards creating the Strength and agility class for the Automotive trade. It to teach lifelong skills and body mechanics to prevent work injuries. Our trade stipulates that we must be able to manipulate 50+ lbs, stand on cement for 8+ hrs. Some of the common injuries to technicians are: carpal tunnel, knees, herniated backs, hernias, and bulging discs. Insurance cost increases for employers. Automotive is 2<sup>nd</sup> in the nation with insurance cost besides construction. We need to take in consideration that we also have high school graduates that did not have PE and lacked physical ability. Sample job posting were posted on the board to show that employers are being very specific with their physical requirements. Some companies have done physical assessments on the applicants and employees to verify that they meet the requirements.

Outcomes:

- Understanding posture to prevent injuries
- Strength evaluation and conditioning
- Identify occupational hazards in the industry
- Applying biomechanics to movements
- Demonstrate and identify exercises to help with posture, strength, and stability
- Understand and demonstrate stretches for long term biomechanics

Logistics

- .50 unit of lab from 54-74 hrs. of physical class time = 2 hrs. per week for 16-week semester.
- Will not adversely impact students due to under \$30 to take course.
- Taught using tools and equipment used in the field (not under general physical education classes).
- Can be taught year-round.

**Tim Chakarian:** agrees and would like to proceed.

**Adam Cutrona:** agrees and would like to take a class.

**Gustavo Marroquin:** agrees and would like to take a class.

**Jeff Christoffel:** agrees and would like to proceed.

**Edgar Tena:** agrees and would take a class

**JB Barakat:** Excellent idea and forward thinking. Suggest receiving a certification at the end of the program.

**Wendy Lucko:** This program will be part of the bumper to bumper and cannot add any more units.

**Armine Derdiarian:** Should be part of the existing courses. There should be advisories or maybe an elective. Specialty classes have a disclaimer of what the individual will be exposed to thus giving the student the information that they have to self-evaluate.

**Wendy Lucko:** There is a disclaimer for 50lbs, but we don't do a physical test for each student due to cost to send them to St. John Clinic and that's an equity issue.

**Armine Derdiarian:** suggested to do an in-house competency test.

**Wendy Lucko:** This class need to be taught separately by an actual strength and conditioning person who has the experience and knowledge. We don't have that experience. The course is being written in conjunction with a strength and conditioning coach. There are multiple coaches on campus that we can hire as adjunct for this class.

**Gustavo Marroquin:** Shares his friend's story on how his two friends who has back issues working as tire technicians. He shared that knowledge on proper posture and knowing which muscles to engage will help them as technicians at preventing injuries.

**Armine Derdiarian:** These are skills that are necessary working in this field and should have been teaching it in the existing courses.

**Wendy Lucko:** We teach positioning, but we don't assess each student's physical capabilities individually. It's just impossible to do and we do not have the knowledge that strength coaches have to determine each students' strengths and weaknesses and asses their physical mechanics to improve on as they enter into the work field. Companies now are hiring ergonomic coaches in factories and workforces to prevent these kinds of injuries.

**Armine Derdiarian:** Dean is in agreement with Wendy regarding health issues, but this is still handled within the curriculum of the course and not a separate class.

**John Eppstein:** Good to have it as a stand-alone program. He also was a technician and currently has a bad back. If he had taken a class like this in the beginning of his career, he might have a different outcome.

## II. Manual Transmission Driving Lesson – Funding Update

- i. Reached out to the VP of instruction to push the MOU. We have all the paperwork and a contract vendor who has 2 manual transmission vehicles to use by appointment for each of our students. Student funding is allocated for \$5,000 and on going and it will not dip into our own funding.

John Eppstein: asked if all we needed were manual transmission vehicles

Wendy Lucko: We need a professional that has their own insurance to teach the students.

## III. Change in classroom capsize

- i. The smaller class sizes during Covid showed better retention rate for the students and less policing, and better at assessing each student separately. Need a general feed back to go down to 17 students

Armine Derdarian: With enrollments already plummeting, running a class with 15 students is running at a loss. The only way to make a case is if there's an accreditation issue like with dental hygiene who has strict guidelines.

Salvador Diaz:

**B. HONDA PACT Program: Dean Armine Derdarian**

- I. We were approached and visited by Honda to be a Honda PACT training center. We approached our administration, and they were very supportive of this. The MOU is moving forward and will be voted on this Wednesday. This will provide a great opportunity for our students and leave our program beyond a basic technician. Sal will be working with other colleges to see how they incorporate the curriculum into their programs and implement it as soon as possible. We would like to have any students to take part of this as an elective and have the curriculum developed in a way that will allow past graduates to be able to take the class.

**Gustavo Marroquin:** Was not aware of the program until now and would be interested in taking the class

Adam Cutrona: Smooth transition from education to career.

**Jeff Christoffel:** Majority of their technicians graduated from the Honda Pact Program and have made good careers as technicians. They are excited with the idea and pleased that we are so close to the dealerships in this area.

**C. Feedback on number of program completers: Salvador Diaz**

- I. Our certificate completion hit its peak on 2019-2020 at 123 completers then it dropped to 33 completers in 2020-2021, due to the pandemic. The reduction of class sizes and dealing with robots that were doing financial aid frauds impacted our enrollment numbers. Another factor that affected our enrollment number was the removal of the winter session and the shifting forward of spring, summer, and fall semester. Majority of our introduction class students are highschoolers so the first session of Auto 200 was cancelled. We're hoping that our second summer session will fill up since majority of highschooler's will be out of class. We are also increasing our capsizes from 10 to 20 students and hopefully our graduates will go up next meeting.

**Armine Derdarian:** asked if we have representation at the calendar committee.

**Salvador Diaz:** We do not have representation.

**Armine Derdarian:** She will bring it up at the deans meeting.

**Salvador Diaz:** Volunteered to represent CTE at the calendar committee when he's available.

**2. Advisory Feedback**

**A. Industry updates, forecasts, and trends**

- i. We are requesting feedback on any industry equipment needs, updates, or new equipment needs that we need to address.

Ron Kato: ASE is now offering an L4 Test that covers the ADAS System

Douglas Cook: It's been discussed in the previous advisory meeting that purchasing the actual machine was not necessary at this time.

Wendy Lucko: We are missing a lot of shop owners in this meeting. We've had discussions on the needs for it and it fluctuates between yes and no in needing to purchase the ADAS equipment. Wendy reminded the committee that it takes two years to write the course

and get the equipment and be in use. It was recommended by the committee to introduce the technology, check calibration with scan tools, and do general checks of Lidar and radar. They do see a need for a stand-alone class to offer ADAS calibration and resetting. This course can then be offered as needed and be modified as the technology changes.

**Armine Derdarian:** Asked if we had vehicles that uses the technology to expose our students in.

**Salvador Diaz:** We have two vehicles currently that has a working ADAS system, and we are in the process of requesting more funding to purchase more vehicles.

**Armine Derdarian:** The next application for Strong Workforce Funding will be going out in September so the decision to purchase should be finalized.

**John Eppstein:** As a recommendation, he believes that there is a need for some training on the system due to the ADAS system being an industry standard. It should be introduced to teach the basics and safety class now and a stand-alone course with calibration later.

**Wendy Lucko:** Should be taught as an introductory form of how and what is the ADAS system and a stand-alone class offered once a year for a more in-depth safety and information class and a refresh on skills. ASE L4 testing will be mandatory for instructors that teach ADAS. Due to space requirements, class needs to be taught solely in the shop. This will be a marginal increase in units.

**Tim Chakarian:** As a business owner and as a resident's point-of-view, it will be a great benefit for the community to offer an introductory class or a safety class to whoever would like to take it. It can be open to shop customers or just consumers to better educate themselves on this system.

**Wendy Lucko:** Maybe be more appropriate through the ASCCA as a shop night to have consumers and customers come in for the class instead of getting none students taking up seats and affecting our graduation numbers.

**Armine Derdarian:** We can offer the consumer a non-credit course at no cost to the person signing up for them.

**Angie Roberts:** Commented on the chat that this could encourage the younger generation to investigate more into technical skills verses a college degree. With the recent changes that we went through that labor is an important skill set as any other career and how efficiently to get into the field is as important.

**Tim Chakarian:** Commented that there's a lack of high school programs that teaches skills sets.

**Armine Derdarian:** We have a huge, missed opportunity with high school articulation. We need to work with Dean Roquel to identify the proper high schools to get dual articulation courses set up again to create a pathway from high school into the community college.

- B. Employer needs: areas lacking that we can teach/ introduced
  - C. Foreseen needs on equipment
3. Funding Update:
- A. Perkins and SWP : South-West corner working station: Salvador Diaz
    - i. Building a workstation and teaching station to free up the center section of the shop for the transmission's workstation. Waiting for the purchase order from purchasing. Will double check on progress.

- B. SWP Round 2 year 4: Douglas Cook
  - i. Purchase 20 laptops to replace the outdate MAC Air books and loaded with the PICO scope software and oscilloscope software. The goal is to use them in the classroom with PICO scope.
  - ii. The work benches are covered by both funding.
  - iii. Purchased 3 more Matco scan tools with battery testers, and four-channel scopes totaling so we have a total of 5 scan tools, 5 battery testers, 5 four-channel scopes, and 3 TPMS scan tool.
  - iv. We applied for more Perkins funding.
- 4. Worksite Agreement Partnership:
  - A. EV Class Certification: EV and Hybrid A & B Certification: Douglas Cook and Armine Derdarian
    - i. Currently working into adding a certification that specifies EV and Hybrid vehicles training. There are two classes that are offered now, 228A as the introduction class and 228B as an advance class. The introduction class is for familiarity on operation and safety. The advance class is a more in depth with diagnostics and component removal and replacement. The two classes currently equal to 6 units and to make it into a stand-alone certificate we need 8 units. We would like to offer the 2 units as an actual work experience internship at shops or dealerships for the hours that would equal the 2 units.  
**Salvador Diaz:** The reason for this request is so that if a person or a technician with at least 1 – 8 certificates that are already in the industry can come back and take the course knowing that they are prepared and have the skill set to do the tasks, which could be dangerous if you have no previous experience and knowledge.  
**Douglas Cook:** We need input from the committee on what you would want a student to leave with or benchmarks that a student should be able to do after receiving this certificate.  
**Tim Chakarian:** The first thing they need to know is a good concept of electrical and how to test. As a shop foreman, I will not give a hybrid vehicle to a technician who does not already have previous training. Technicians need training on equipment, reading wiring diagrams, technical information, and support.  
**Wendy Lucko:** Request to make a motion to have our lab database be accessible to students from home.  
**Angie Roberts:** Motions to request access of shop database be accessible outside of PCC  
**Tim Chakarian:** 2nds the motion in support of student access to shop database outside of PCC.  
**Joseph Appler:** Agrees to the request as well.
  - B. Working Agreements: Wendy Lucko
    - i. We have four new contracts: Two new agreements with Bussard's and House Automotive both independent shops and Honda of Pasadena dealership and Thorson Motor Center dealership. We will work on a schedule to bring the internship boxes to your site for our student use. We maybe offering it in the fall for finishing students waiting on engine performance class.
- 5. Meeting adjourned:



## 2022 Fall Automotive Technology Advisory Committee Agenda

November 9, 2022 at 8:00 am

Zoom: 833 7327 0601 • Password: Fall2022

Time: 8:00

### Attendance and introductions

#### PCC Staff

Armine Derdarian, Pasadena City College, Dean of CTE  
Salvador Diaz, Pasadena City College, Instructor  
Douglas Cook, Pasadena City College, Instructor  
Wendy Lucko, Pasadena City College, Instructor  
Rex Jaramillo, Pasadena City College, Instructor  
Armine Papazian, Pasadena City College, Career Councilor  
Rowena Chan, Pasadena City College, Shop foreman  
Daxin Li, Pasadena City College, Student  
Jose Marroquin, Pasadena City College, Student  
Gabby Martinez, Pasadena City College, Student  
Francisco Lopez, Pasadena City College, Student  
Carlos Diaz, Pasadena City College, Student

#### Advisory Members:

Paul Mathias, Technical Training Manager of Nissan North America,  
Mitchell Gallardo, Shop Foreman, Pacific BMW  
Tim Chakarian, Shop Owner of Bimmer PHD  
Angi Roberts, ASSCA State Membership Chair, Treasurer, and Director  
Brad McCombs, Grossmont - Cuyamaca Community College, Automotive Teacher  
Seiko Nagata, Shop Owner of Seiko Auto Service  
Scott O'Donnell, Pasadena Volkswagen, General Manager  
Paolo Cordisco, Pasadena Volkswagen  
Ruben Serna, Honda of Pasadena  
Robert Barahona, Toyotaofglendale.com

Chair Nominee: Paul Mathias

2nd: Tim Chakarian

Approval of Fall 2021 Minutes: Edit grammar

Motion to approve: Angi Roberts

2<sup>nd</sup> : Doug Cook

All in favor

Motion to approve.

Agenda:

1. School and Curriculum Update:

A. Honda PACT Program: (Diaz)

- Approved by Honda to do the online modules.
- Create 300 series modules that will be fully online. Currently working on integrating the Honda PACT program to our automotive curriculum so that it pairs with our lab and instruction.
- Currently we're trying to figure out the units per class to make it into a certificate (1-2 years to complete for full-time students).
- Labs will be done on Honda and Acura vehicles. It's recommended for participating students to take the Honda class alongside with the auto classes. Internship/ apprenticeship curriculum requirement in progress.
- Honda will support all equipment and vehicles.

B. High school articulation/ Dual articulation (Dean)

- We are partnering with Pasadena Unified to make Auto100 a Dual Articulation class. Faculty who teaches that program needs to reach out to Dean Raquel Torres to proceed with the articulation with our local high schools.

C. Credit for Prior Learning (Dean)

- This program will allow students to prove competency on certain areas based on their work and military experience. This will provide a way for us to wave certain prerequisites or lower level courses allowing them to enroll on higher level courses.
- Military articulation mapping is currently in progress with our CTE programs, mainly with Automotive. We are currently working with our faculty to make sure that the courses align with ours, which will enable us to give students credit for their military service and training.

D. Update on program cert completers: (Diaz)

- 2020-2021 Certificate Completers = 33
- 2019-2020 Certificate Completers = 123
- Associate Degrees 2020-2021 = 3
- Associate Degrees 2019-2020 = 4

E. Field trips availability: Lex Master, Bimmer PhD, Honda Pasadena, Nissan Training Facility

1. Tim Chakarian: Field trips are important factors for students to see what a real world shop looks like. It's also important for the shop to see if they have a strong onboarding process; which is key to technician retention.
2. Wendy Lucko: The field trips shows the students what are expected of them in the real world.
3. Armine: Field trips, job fairs, internships, guest speakers, etc., are considered work base learning. We need to report these events on the advisory meetings. There will be funding available to support these events. State defines "work-



base learning” as career exploration which includes work experience, guest speakers, mentorship, and field trips.

4. Wendy Lucko: Field trip events are part of the curriculum.
    1. Salvador Diaz had John Ayala, past student, and Cesar Ulloa, Foothill Transit Technician, came to his Auto 200 class to talk about their school and industry experiences.
    2. GLANCA, Greater Los Angeles Association Career Fair is on November 18, 2022. We were granted \$10,000.
    3. City of Glendale fleet yard public works and police department November 21, 2022
    4. Pacific BMW field for Auto 200 class field trip December 2, 2022.
- F. Update on Strength and Agility Class: Injury Prevention Course (Wendy Lucko)
- The Student Learning Outcomes and Student Performance Outcomes are showing about half a unit. This will not affect the scheduling. This class will be geared to giving students body ergonomic skills that they will use throughout their career. This class will address certain body mechanics to stop injuries that could have been prevented by using proper body mechanics.
  - Scott O’Donell – Proper lifting techniques is something to definitely address. Back injuries are common in the field.
  - Seiko Nagata – Lower back injuries are common in his shop. Fitness training will help prevent injuries. The technician’s age was 32 and was physically fit but just didn’t know proper body mechanics.
  - Wendy Lucko – body movement techniques are needed to make sure all the muscle group are being activated to support the joint. This can only happen with proper coaching and training. Experts will have to consider how a technician moves when they are doing specific tasks. They are not just linear and vertical movements but multiple plains of movement in one task. It is foreseen that these types of injuries will happen to the younger generation; therefor, leaving the industry.
  - Carlos Diaz – Commented that it will be better to teach the students now before they get to the field to help them learn proper body mechanics rather than learning in the field and getting hurt.
  - Wendy Lucko – will send out a poll information on injuries only, no names, that could have been prevented by using proper body strength and conditioning techniques.

## 2. Advisory Feedback

- a. Industry updates, forecasts, and trends: ADAS
  - Tim Chakarian: Only a few independent shops has the ADAS equipment so the job is usually sublet. Moving forward, this will be a key factor for shops to have entry level technicians to knows how to do basic calibration on the safety systems on the vehicles.
  - Scott O’Donell: Their technicians are factory trained using the ADAS System
  - Paul Mathias: This is a safety issue and if done incorrectly can expose the shop to liability.
  - Wendy Lucko: BAR updating their brake and light inspection to include a safety inspection that includes ADAS. This may become active in 2 years.

- Tom Chakarian: AB471 Safety Inspection that includes windshield, air bag systems, and traction control systems are being introduced for salvaged cars.
- Douglas Cook: Is it worth investing in an \$80k equipment that can do specific adjustments or can they learn on a generic tool that can do static adjustment on the systems for the student to be more familiar? Students can learn and be more familiar using a generic system and still be exposed to cameras and how cars can be adjusted.
- Scott O'Donell: Dealership will still send their technicians for more training but it's definitely a plus to have entry level technicians to already be familiar with the system is beneficial.
- Salvador Diaz: We have the scan tools to do the static adjustments but we don't have the equipment to do the dynamic adjustment.
- Jose Marroquin: The more we know the better.
- Tim Chakarian: Having the knowledge the calibrate is a bonus and it needs to be taught in the industry as well. This will give students a head-start.
- Scott O'Donell: They're using a Bosch ADAS system with their Hunter Alignment machine.
- Tim Chakarian: The testing equipment to calibrate and sync is a lot faster and the technology is changing by the year. You'll probably see an equipment change in the next 7 years as the industry grows with ADAS.
- Wendy Lucko: We need a decision now because this will take us two years to get training, funding, logistics, and curriculum drafted.
- Scott O'Donell: Recommendation is a yes on ADAS.
- Paul Mathias: Yes, on teaching some ADAS
- Tim Chakarian: Motion to invest on ADAS System equipment: for dynamic adjustment.
- Angi Roberts: Second the Motion
- All in favor.
- Motion Pass for ADAS Equipment
- Douglas Cook: Any other foreseen equipment needs?
- Wendy Lucko: Heavy line electric pallet jack. Table for heavy- line work.
- Salvador Diaz: Other issues to work on?
- Scott O'Donell: more soft skills

### 3. Funding Update: Douglas Cook

- SWP Round 2 Year 4 spending: Doug - Corner workstation finish.
- Perkins spending: Funding went to transmission and EV stations workstations (4 additional for a total of 10 stations), Online library, alignment equipment,
- SWP Year 5: Update the Hunter Alignment rack/ ADAS: Hawkeye. The new alignment machine will be split from two different funding.
- Salvador Diaz: Does the advisory prefer on-car or off-car brake lathe.
  - Tim Chakarian: Independent shops prefers on-car brake lathes for the efficiency of the technicians. BMW Dealers use Pro-Cut On-Car Brake Lathes.
  - Paul Mathias: Pro-Cut for on-car lathe.
  - Seiko Nagata: Prefers on-car lathe.

4.       Worksite Agreement and Low- unit Certification for Hybrid and EV: Douglas Cook-  
          Requesting a motion to adopt to do a low unit EV and Hybrid Certification and an  
          Internship agreement with shops that works on Hybrid and EV to get the experience for  
          our graduating students.
  - Tim Chakarian: Motion to adopt a Low-Unit Certificate for Hybrid and EV and  
          Worksite agreement for Hybrid and EV Internship program for graduating students.
  - Angie Roberts: Motion to continue with a Low-Unit Certificate for Hybrid and EV.
  - Mitchell Gallardo: Second the motion.
  - All in favor.
  - Scott O'Donell: Interested in the fieldtrip and internship
  
5.       ASE Accreditation: Need volunteers to do program review.
  - Volunteers: Tim Chakarian, Paul Mathias, and Mitchell Gallardo
  - Ruben Serna: Honda has their own certification program. They do not require their  
          technicians to be ASE Certified.
  - Mitchell Gallardo: Pacific BMW basing their technicians payrate on how many ASE  
          Certifications they have. They are requiring ASEs for Master Level-1 Status.

Meeting Adjourn @ 9:54 am



2023 Spring Automotive Technology Advisory Committee Agenda

May 10, 2023 at 8:00 am

Zoom: 829 5052 1674 • Password: Spring23

Welcome & Time: 8:10am

COOK

Attendance and Introductions:

Angi Roberts, ASCCA, State Membership Director

Angel Benitez Hernandez, Angel's Auto Repair, Owner

Angle Gregory Benitez, Angel's Auto Repair, Technician

Emily Morrill, Pasadena City College, Student

Wendy Lucko, Pasadena City College, Automotive Instructor

Wayne Houlihan, Pasadena City College, Retired Instructor

Douglas Cook, Pasadena City College, Automotive Instructor

Rowena Chan, Pasadena City College, Automotive Lab Technician

Rex Jaramillo, Pasadena City College, Automotive Instructor

Tim Chakarian, Bimmer PHD, Owner

John Ayala, Bimmer PHD, Technician

Scott O'Donell, Volkswagen Pasadena, General Manager

Paolo Cordisco, Volkswagen Pasadena, Service Manager

Jeff Cristoffel, Honda of Pasadena, President

Mitchell Gallardo, Pacific BMW, Shop Foreman

Ted Barnes, Thorson Motor Center, General Manager

Dr. Armine Derdarian, Dean of Career Technical Education, Pasadena City College

Antonio Del Real, Pasadena City College, Counselor

Ruben Serna, Honda of Pasadena, Shop Foreman

Chair Nominee: Wayne Houlihan

2<sup>nd</sup> Motion: Rex Jaramillo



Approval of Fall 2021 Minutes:

Motion: Tim Chakarian

Second Motion: Douglas Cook

All in favor

Change to Fall22 minutes:

Name Change: Francisco Flores

Name Change: Tim Chakarian (Nov. 9<sup>th</sup> – feedback 5<sup>th</sup> points 8471)

Agenda:

1. School and Curriculum Update:

- a. Update on program certificate completers DIAZ
  - i. 2021-2022: 161 certificates awarded, and 5 associate degrees awarded.
  - ii. Special thanks to Dean Myriam Altounji. She helped our students with all the certificate paperwork that enabled our students to walk during the ceremony. She started a fast pass process for our auto students where they help our students fill out the application and process them right away.
  - iii. Cap class changed from 10/class to 20/class enrollment.
- b. Field trips: Volkswagen, City of Glendale, Pacific BMW, Moe Perez Drifting DIAZ
  - i. Volkswagen Pasadena: The students saw the technicians in their real-life workday. Volkswagen technician demonstrated a live high voltage battery teardown and module replacement to the students. We received great feedback from the EV (Electric Vehicle) students that the field trip reinforced their confidence in their newly learned skills as they saw the technicians do the same tasks.
  - ii. City of Glendale and Pacific BMW: Students are given a tour of the facilities and are walked through every area of the dealership from customer service to quality control. It reinforces the idea of workflow and teamwork. They were told what is expected of them as employees such as uniforms, cleanliness, and being on time.
  - iii. Plan for next year is to do an early field trip for 200 class.
  - iv. Dean Armine: Very important to have work-based learning credited through the state. Field trip forms are done through Tunisia. She will help us with tracking and setting up field trips.
    - i. Moe Perez, a professional drifter, came to the shop to talk about suspension application and how to get started on a career as a drifter.



- c. Award Recipients: CTE (Career Technical Education) Awards
  - i. 13 student CTE Award recipients.
- d. Motion to approve the Honda PACT courses and Honda PACT Certificate of Achievement.
  - i. DIAZ: The Honda PACT Courses will be from 300 – 328 and the modules are fully online classes. Hands-on lab will be done during the core class schedule on a Honda vehicle. The 200 series courses are a prerequisite/corequisite. The 300 series are low units. Completion of the 3200 series awards a Certificate of Achievement. The 600 hours requirement to finish the certificate will be done at a Honda dealership.
  - ii. Auto 300 Honda PACT Fundamentals for Technicians
  - iii. Auto 301 Honda PACT Engine Operation and Testing
  - iv. Auto 302 Honda PACT Automatic Transmission and Transaxles
  - v. Auto 303 Honda PACT Manual Transmission and Transaxles
  - vi. Auto 304 Honda PACT Suspension and Steering
  - vii. Auto 305 Honda PACT Brakes
  - viii. Auto 306a Honda PACT Basic Electrical
  - ix. Auto 306b Honda PACT Electrical Systems
  - x. Auto 307 Honda PACT Heating and Air Conditioning
  - xi. Auto 308 Honda PACT Engine Performance
  - xii. Auto 328 Honda PACT Alternative Fuels
  - xiii. Motion to approve: Angie Roberts
  - xiv. Second Motion: Tim Chakarian
  - xv. All in Favor. No opposition and abstention.
- e. Outreach: LUCKO
  - i. ASCCA Shop night – done at Hansons. Some students went and got interviews for hiring.
  - ii. CTE open house – done on campus but did not see a large turnout. Request to have more advertising for next open house.
  - iii. High School Outreach: Blair High School, Pasadena High School, Rose City High School, Muir High School, and Gabrielino High School - spoke on transfers and CTE programs.
  - iv. Girls in Stem – 6 hands-on workshops and 20min each. Saw about 120 student turnouts.
  - v. Boy Scout of America – introduction to auto car care.
  - vi. Dean Armine: Hiring for adjunct for our Dual Enrollment program starting next semester with the Auto 100 course. This course is geared to prepare high school students for the core automotive classes here at Pasadena City College.



- vii. Salvador: Spoke with a counselor at Muir to see if we could take a tour of their old automotive shop. The goal is to utilize the shop to teach the Auto 200 to high school students as a way to fast-track their application and finish in 1 year. This gets the high school students to get into automotive courses.
- viii. Follow up with PHS for the CTE event.
- f. Motion to approve the existing program certificates of completion
  - i. Automotive Technology – All Automotive System
  - ii. Automotive Technology – Undercar Technician
  - iii. Automotive Technology – Automotive Electrical Systems Technician
  - iv. Automotive Technology – Powertrain Technician
  - v. Automotive Technology – Hybrid and Electric Vehicle Technician
  - vi. Automotive Technology – Engine Performance Technician
  - vii. Automotive Technology – Automotive Service Consultant
  - viii. Lucko: Motion to approve existing program for our 2-year cycle for the consortium this summer.
  - ix. Motion: Rex Jaramillo
  - x. Second Motion: Paolo Cordisco
  - xi. All in favor. No opposition and abstention.
- 2. Advisory Feedback ADVISORY
  - a. Industry updates, forecasts, and trends: South Pasadena has an electric police fleet. ADAS will be necessary. Electric car trends and technicians need more educational training. Make the public aware of the different levels of autonomy. Teachers need to be updated on electric cars in general.
    - i. Tim: Workshops and fieldtrips at independent shops as well.
    - ii. Wendy: working on in depth community event workshops for automotive.
  - b. Employer needs: areas lacking that we could be taught/ introduced.
    - i. Tim: onboarding process for new technicians to retain technicians. mimic schools process in independent shops to successfully grow in the field.
    - ii. Sal: students who are hired part-time in a shop really help students in retention and they're more focused on work.
    - iii. Wendy: Dealership needs to be more flexible schedule with our students.
    - iv. Wayne: soft skills are important
    - v. Wendy: Soft skills taught in the 200 class. Self-presentation, spelling, grammar, expectations, uniform, separation of work and home, mock interviews.
- 3. Funding Update COOK
  - a. Foreseen equipment needs:



- i. Transmission, Honda engines, student toolbox sets, hand tools, Off-car brake lathe, and diagnostic and testing equipment.
  1. Doug: Currently working on the next Perkins application. We will be requesting transmission and engines to be used in the lab to tear down and measure. We will need additional student toolboxes. We currently have 8 MLR and 8 Engine boxes. We supply students with the tools needed for their lab. We will be requesting additional on-car and off car brake lathes to supplement our old lathes. They're old and unserviceable. We also need additional diagnostic and testing equipment, and the ADAS equipment and target. We will be requesting the EV training modules for additional training to supplement the EV Repair Certificate.
  2. Wendy: We don't have the tools for the technology class.
  3. Tim: How soon will the class take place to
  4. Wendy: 1 yr min, funding needs is in hierarchy for curriculum and certification.
  5. Doug: our advisory minutes are in the Perkins application.
  6. Armine: \$100,000 for EV modules.
- b. Contracts and Memorandum of Understanding (MOU) for equipment (vehicles, tools, and shop equipment).
  - i. Foundation Donation – tax deductible
  - ii. Donor sheet –
  - iii. MOU – car purchase from manufacturers/dealership
  - iv. Prius donation coming soon
4. Worksite Agreement Partnership
  - a. Renewing current contract and open to new ones.
    - i. LUCKO: internship contract expired has to go through the board of trustees for the August meeting – offer in the fall.
    - ii. Current Contracts for renewal: BimmerPhd, Accurate Autoworks, Toyota of Pasadena, Honda of Pasadena, Pacific BMW, HOUSE Auto Group, Bussards Auto Service, and Thorson Motor Center.
    - iii. Wendy: internship contract renew: Honda, BimmerPHD, Pacific BMW, Bussards Auto
    - iv. New Contracts: Thomas Mainmoeme at Crown City Tire, Angel Benitez Hernandez at Angel Auto Repair, and Volkswagen Pasadena.
5. Meeting Adjourn: 9:43 am
  - a. Motion to adjourn: Angel Benitez
  - b. 2<sup>nd</sup> Motion: Scott O'Donell



# Pasadena City College

## Advisory Meeting Minutes

**Division: CTE**

**Department: Automotive**

**Date:** May 11<sup>th</sup>, 2022

**Time:** 8:00am

**Advisors in Attendance: (LIST NAMES AND TITLES)**

- Henry Gelb, Nick alexander imports, shop foreman
- Jeff Christophel, Managing partner HOP
- Ron Kato, ASE Field manager CA
- John Eppstein, John automotive care
- Tim Chakarian, Bimmer PHD
- Angie Robert, ASCCA
- Seiko Navata, Seiko Auto Service Monrovia

**Academic Partners in Attendance: (LIST NAMES AND TITLES)**

- Sal Diaz, Automotive Instructor
- Douglas Cook, Automotive Instructor
- Wendy Lucko, Automotive Instructor
- Rex Jaramillo, Automotive Instructor
- David Steiman, Marketing PCC
- Armine Derdarian, Dean
- Gustavo Marroquin, PCC Student
- Edgar Tena, PCC Student
- Adam Cutrona, PCC Student
- JB Barakat, Work Base Learning Program Manager

**Discussion Notes:**

**A. HONDA PACT Program: Dean Armine Derdarian**

- I. We were approached and visited by Honda to be a Honda PACT training center. We approached our administration, and they were very supportive of this. The MOU is moving forward and will be voted on this Wednesday. This will provide a great opportunity for our students and leave our program beyond a basic technician. Sal will be working with other colleges to see how they incorporate the curriculum into their programs and implement it as soon as possible. We would like to have any students to take part of this as an elective and have the curriculum developed in a way that will allow past graduates to be able to take the class.

**Gustavo Marroquin:** Was not aware of the program until now and would be interested in taking the class

# Pasadena City College

## Advisory Meeting Minutes

Adam Cutrona: Smooth transition from education to career.

**Jeff Christoffel:** Majority of their technicians graduated from the Honda Pact Program and have made good careers as technicians. They are excited with the idea and pleased that we are so close to the dealerships in this area.

***Important:*** Recommendation/approval from an advisory committee must be explicitly noted for each program/certificate/degree in your minutes. Reviewers at the Chancellor's Office will look for this. Be consistent with program/certificate/degree names across all your documents.

# Pasadena City College

## Advisory Meeting Minutes

**Division: CTE**

**Department: Automotive Technology**

**Date: May 10, 2023**

**Time: 8:00am**

**Advisors in Attendance: (LIST NAMES AND TITLES)**

- Angi Roberts, ASCCA, State Membership Director
- Angel Benitez Hernandez, Angel's Auto Repair, Owner
- Angle Gregory Benitez, Angel's Auto Repair, Technician
- Tim Chakarian, Bimmer PHD, Owner
- John Ayala, Bimmer PHD, Technician
- Scott O'Donell, Volkswagen Pasadena, General Manager
- Paolo Cordisco, Volkswagen Pasadena, Service Manager
- Jeff Cristoffel, Honda of Pasadena, President
- Mitchell Gallardo, Pacific BMW, Shop Foreman
- Ted Barnes, Thorson Motor Center, General Manager
- Ruben Serna, Honda of Pasadena, Shop Foreman

**Academic Partners in Attendance: (LIST NAMES AND TITLES)**

- Wendy Lucko, Pasadena City College, Automotive Instructor
- Wayne Houlihan, Pasadena City College, Retired Instructor
- Douglas Cook, Pasadena City College, Automotive Instructor
- Salvador Sanchez Diaz, Pasadena City College, Automotive Instructor
- Rowena Chan, Pasadena City College, Automotive Lab Technician
- Rex Jaramillo, Pasadena City College, Automotive Instructor
- Dr. Armine Derdarian, Dean of Career Technical Education, Pasadena City College
- Antonio Del Real, Pasadena City College, Counselor

**Discussion Notes:**

- i. **Motion to approve the Honda PACT courses and Honda PACT Certificate of Achievement.**
  - a. **DIAZ: The Honda PACT Courses will be from 300 – 328 and the modules are fully online classes. Hands-on lab will be done during the core class schedule on a Honda vehicle. The 200 series courses are a prerequisite/corequisite. The 300 series are low units. Completion of the 3200 series awards a Certificate of Achievement. The 600 hours requirement to finish the certificate will be done at a Honda dealership.**
    - i. **Auto 300 Honda PACT Fundamentals for Technicians**
    - ii. **Auto 301 Honda PACT Engine Operation and Testing**
    - iii. **Auto 302 Honda PACT Automatic Transmission and Transaxles**
    - iv. **Auto 303 Honda PACT Manual Transmission and Transaxles**

Pasadena City College  
Advisory Meeting Minutes

- v. **Auto 304 Honda PACT Suspension and Steering**
- vi. **Auto 305 Honda PACT Brakes**
- vii. **Auto 306a Honda PACT Basic Electrical**
- viii. **Auto 306b Honda PACT Electrical Systems**
- ix. **Auto 307 Honda PACT Heating and Air Conditioning**
- x. **Auto 308 Honda PACT Engine Performance**
- xi. **Auto 328 Honda PACT Alternative Fuels**
- ii. **Motion to approve: Angie Roberts**
- iii. **Second Motion: Tim Chakarian**
- iv. **All in Favor. No opposition and abstention.**

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