

EETEC Advisory Board Meeting
Minutes for August 2, 2007

The following is a summary of our last EETEC Advisory Board Meeting on August 2, 2007 at Los Medanos College.

In attendance were: Fred Burman (Dow), Spencer Clark (retired EETEC faculty, LMC), Jason Cox (UPI), Tony English (Shell Oil), Jeff Felix (Tesoro), Dan Henry (LMC), George Kunst (UPI), Cecil Nasworthy (EETEC faculty, LMC), Terry Seelye (Shell Oil), and Kiran Kamath (LMC).

1. **Update on Curriculum Development:** The faculty are working closely with Myra Snell, the LMC Curriculum Committee coach to complete all course outlines by the end of August 2007. The faculty have requested to work in small working groups with our industry partners to develop the last few new courses in Instrumentation. The faculty and Myra Snell were commended for their excellent progress on the development of the curriculum. George Kunst and Jason Cox from UPI were thanked for their donation to LMC to match the curriculum development costs to compensate the faculty.
2. **Draft of a two-year schedule:** A draft copy of what a 2 year schedule would look like was distributed and commented on. This information would be included in program marketing to recruit students as well as to inform industries about the program.
3. **Facilities Update:** Dan Henry discussed the location of the EETEC lab on the LMC campus as well as the cost for the site preparation and installation of the 2400 square foot lab. The lab cost will be \$370,000.
4. **Equipment Costs:** Cecil Nasworthy distributed an equipment list. The total conservative estimate is \$160,000.
5. **Marketing and Recruitment:** LMC in collaboration with our industry partners would need to promote this newly redeveloped program to the community, the industry and to local high schools. The program has the potential of attracting students from all over Northern California since there is no other EETEC program nearby. It is conservatively estimated that the marketing costs would run around \$50,000.
6. **Fund Raising:** The estimate to rebuild the program (lab, equipment and marketing) is \$650,000. Additional funds would be needed to hire a program director and a part-time lab coordinator. An estimate of \$50,000 to pay for some staffing was determined. It was determined that the advisory board members along with LMC would raise \$650,000. The college would apply for grant funds to cover other operating costs such as the program director, lab coordinator and to

cover operating losses for the low enrolled classes that we anticipate in the advanced classes.

Advisory board members were requested to discuss these fund raising needs within their organizations. George Kunst and Dan Henry offered to develop a fund-raising presentation to make at organizations.

- 7. Resources needed:** We have just begun the discussion about the resources needed to reinvigorate the program. Among the urgent needs is the recruitment of qualified and excellent **faculty**. Industry assistance in terms of directing candidates towards us and helping by donating teaching staff is requested. College salaries tend to be lower than industry salaries, so recruitment of candidates may not be very easy. We will need to collaborate to find creative solutions to this potential challenge.

For the program to succeed we will need to hire a full time faculty member, who will serve as the program director to conduct outreach to recruit students, and outreach to industry to place students in jobs. The lab will also need a lab coordinator.

Next Meeting:

September 13 from 3 pm to 5 pm at Los Medanos College.