# Aircraft Maintenance Department Meeting Summary August 20, 2014

<table>
<thead>
<tr>
<th>Voting Faculty Attending</th>
<th>Non Voting Staff</th>
</tr>
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<tbody>
<tr>
<td>X Attending</td>
<td>X Mario Delgado</td>
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<tr>
<td>X David Yost</td>
<td>X Paul Ramoneda</td>
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<tr>
<td>X James Tram</td>
<td>X Paul Elardi</td>
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<tr>
<td>X Byron Strope</td>
<td>X Jose Ortiz</td>
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<td>X Mike Estu</td>
<td>X Scott Sanford</td>
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<td>X Scott Sanford</td>
<td>X Don Wade</td>
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<td>X Larry Johnson</td>
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## Voting/Non Voting Staff:

**Attending:**
- Mario Delgado
- Paul Ramoneda
- Paul Elardi
- Jose Ortiz
- Scott Sanford
- Don Wade
- Larry Johnson

**Non Voting Staff:**

1. **Scheduling**
   - **Updates/Discussion:**
     - All courses are staffed for Fall 2014.
   - **Outcome/Action Needed/Action Taken:**
     - 65A: Yost & Wade
     - 66A: Strope & Tram
     - 70A: Tram
     - 90A & 91A: Ortiz, Wade & Elardi
     - 90B & 91B: Delgado, Wade & Elardi

2. **FAA business**
   - **Updates/Discussion:**
     - 1. David mentioned that the FAA inspector commented on lack of security of our student records.
   - **Outcome/Action Needed/Action Taken:**
     - 1. David mandated that no students be allowed access to any student records.

3. **Facilities**
   - **Updates/Discussion:**
     - 1. New Thursday Clean-up procedure introduced by David.
     - 2. Thursday Clean-up task chart distributed.
   - **Outcome/Action Needed/Action Taken:**
     - 1. Each class will take 15 minutes at the end of class on Thursdays to perform shop cleaning.
     - 2. Task chart discussed and each instructor accepted specific areas of the lab.
     - 3. Byron recommended making Clean-up part of the student’s lab grade since it is good prep for working in the industry. All instructors concurred.

4. **SLO \ PIE \ Curriculum**
   - **Updates/Discussion:**
     - FAA norms reports distributed for 1st and 2nd quarters 2014.
   - **Outcome/Action Needed/Action Taken:**
     - 1. All staff discussed a need to improve norms test results to the top raking for Socal scores.
     - 2. Areas of weakness discussed. All instructors agreed to dedicate extra attention to improving student scores.

5. **Budget / resources**
   - **Updates/Discussion:**
     - Current expenditures and balances
   - **Outcome/Action Needed/Action Taken:**
     - 1. Wish lists for new equipment or repairs requested by David

6. **Dept. Business**
   - **Updates/Discussion:**
     - General discussion
   - **Outcome/Action Needed/Action Taken:**
     - 1. David requested that all staff use provided signage to identify broken equipment or projects in use.

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| 2. FAA business              | 1. David mentioned that the FAA inspector commented on lack of security of our student records. | 1. David mandated that no students be allowed access to any student records.                                                                                                                    |
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| 4. SLO \ PIE \ Curriculum    | FAA norms reports distributed for 1st and 2nd quarters 2014.                      | 1. All staff discussed a need to improve norms test results to the top raking for Socal scores.  
2. Areas of weakness discussed. All instructors agreed to dedicate extra attention to improving student scores.                                                                                                      |
| 5. Budget / resources        | Current expenditures and balances                                                  | 1. Wish lists for new equipment or repairs requested by David                                                                                                                                 |
| 6. Dept. Business            | General discussion                                                                 | 1. David requested that all staff use provided signage to identify broken equipment or projects in use.                                                                                              |

**Adjourned**

Meeting was Adjourned