

Education and Training Committee Meeting Minutes

July 16, 2009 – 2:30pm-4:00pm

Shell Meeting Room – 3601 C Street, 10th Floor

Shell Teleconference Number: (866) 761-0750 Pass code: 53436987

Roll Call:

Education and Training Committee Members:

✓ Sue Moore (Shell), Chair, ~~Erin Anderson (BP)~~, Karen Anderson (APSC), Brad Ault (Job Corps), Don Bickmeier (TVC), ✓ Jade Bickmore (DOL), ✓ Arva Carlson (Nine star), Merlene Conner (Pioneer), Bob Cress (AGC), ✓ Brian Ellingson (TVC), Bob Feltman (NW Pump & Equip.), Allen Houtz (KPC), ✓ Jeff Laube (KPC), ✓ Rick Adams (UAA), Kathy Leary (Ilisagvik), Art Milan (BP), Dave Rees, ✓ Steve Shreiber (AWWU), Art Skoog (BP), Kelly Smith (UAA), Basil Stewart (Arctic Controls), Tim Woodard (BP), ✓ Todd Bergman

Staff: ✓ Moriah Miles

Guests: _____ _____

Safety Minute: ✓

Approval of Agenda: ✓ Approval of Minutes: (June 18, 2009) ✓

Discussion Items:

I. **Discuss Gap Analysis process and sub-committees formed:** Todd Reviews the history of what the subcommittee did to get to the point of assigning a process to the subcommittees that will be used for high-need occupation sub-comm. Explained need for a visual (gap analysis diagram).

A. Explains POR process and the validation (further that will be done).

B. Also proposes a larger diagram how the needs, E&T, and Career Readiness Committee.

C. Todd goes through “Needs Analysis and Gap Assess”: Education and Training Sub-comm.

1. E&T Sub committees will include Mechanic Maintenance, Operations Supervisor, Project Engineers, Discipline Engineer) (a-d)

2. Discussion on “Validating the Demand” methodology.

3. Define and Redefine occupational title and descriptions. Rationale:

a. Define more specifically what each title means. Millwrights for example – different company have very diff expectations.

b. There are often two similar jobs (same description) but different titles

c. Discussion on what needed to describe training and education needed. Or define/redefine skills needed.

d. Reiterated that primary focus comes down to what effect we can have on education and training.

4. Identify existing training programs. Todd explains.
 - a. Brian reports that this is a common themes approach to finding what are major needs and how to create programs to meet needs.

5. Assess training content vs. career awareness gap. This is drawn from a general desire to “Raise the bar”...how do we encourage this at lower end and how do we build this pipeline.

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- a. Jeff talks about how the state grants funds. Labor market info about how much are hiring. So companies need to predict how much they will need to DOL. DOL wants semi-commitments from industry (speculation).
- b. Nine Star has access to workkeys and keytrain – low cost way to (or free) for training programs accessories (every job center should have).
- c. Suggestion to do annual survey based on gap assessment now in testing.
 - i. Todd recounts that this is a trial run for this tool (survey) – if this is successful then we will send these out once a year (or so)
 - ii. Funding for training could be used off of this predictive data. People

II. Discuss timelines and assignments for Sub-Committee

- A. Timeline – updates – GOAL: the first subcommittee meeting planned by the next E&T meeting (Aug 20th)

III. Report on Staffing for Process Tech program at UA

A. KPC

1. Jeff Laube and Henry Haney - fulltime process tech instructors
 - a. Dwayne Mese and Russell Peterson are the adjuncts for process tech
2. Rich Kochis and Allen Houtz - Instrumentation
3. Additional: Scott Kraxberger (computer tech), Fritz Miller (welding tech), Drew O’Brien (mech tech)

B. UAA (see email from Rick Adams)

1. Rick Adams (only full-time) with Wilson as part-time adjunct
2. Jim Neely – Instrumentation II instructor
3. No instructor yet for continuous improvement

Brian – Brian advises to also think about team teaching (alternate shifts)

C. UAF (Brian) FBKS –

1. Rick Caulfield is director
2. Brian is Program coordinator
3. Don Bickmeier is FT instructor
4. 12 adjuncts total for p-tech, instrumentation, and certifications
5. Side note – UAF Process Tech program has acquired more space for classes

- D. E&T will attempt to help find adjuncts for different campuses if needed.

IV. DOL Update (Jade)

A. The State of Alaska, Dept. of Labor has just completed the ALEXsys (Alaska Labor Exchange system) Credentialing enhancement project. A job seeker can now enter any licenses, degrees, trades, certificates or endorsements, any or all of these can also be added to their resumes. An employer can also add these desired skills and certification to their job order. The job seeker as well as the employer then can search on these new skills and credentials to provide for better job matching opportunities.

B. We are also in the process of doing outreach to both job seekers and employers about the new ALEXsys enhancements and encouraging them to take advantage of the new features.

C. Another recent ALEXsys upgrade is for a faster job and candidate search capabilities and we are working on several new enhancement projects to help further streamline ALEXsys and the job matching process.

D. Also the Dept. of Labor, Business Partnerships and R&A are currently looking at updating Employment and Training Provider List (ETPL) to make it more user friendly.

Next Meeting(s) - August 20th; September 17th

Adjourn at 4:16pm

ACTION TRACKER:

NO.	WHO	WHAT	WHEN	STATUS
1	Fred	Follow up on the audit results from the previous APICC audit of the program and determine if the recommendations are relevant or necessary: recommend Art Skoog; Bob Feltman; Basil Stewart; and request Fred Villa assistance.	Fall 2009	
2	<u>Academic Chairs</u>	<u>Review the APICC notebooks to determine if they are current, the information needs to be clearly conveyed to APICC as to what information is current.</u>	<u>By Sept. 1</u>	
3	Dave	Invite Mike Woods from King Career Center, Natural Resources Program to talk about his program.	Fall 2009	
4	APICC	Get validation from industry from NEEDS ASSESSMENT COMMITTEE on the following priority occupations: electrician, NDE tester, and Safety inspector. (Needs currently working on survey)	Late Fall 2009	
5	Sue, Dave, and Todd	Meet with KPC	Fall 2009	
6	Tim	Provide Process Tech instructors with "Instructor Status" access to key train	Summer/Fall 2009	
7	Tim	Provide a plan/program to get UA process tech instructors to the North Slope for 2-3 hitches during the summer	2009-2010	
8	Todd	Ask needs committee if we can get more quantifiable data.	Summer/Fall 2009	
9	Todd/Moriah	Mail list of ptech instructors to Sue and other instructors	July 2009	Done
10	Moriah	Email POR sub-comm. list to E&T committee to fix spelling errors	July 2009	Done
11	Fred	Update of funds and their impact when appropriate (when information is available)	2009-2010	
12	Todd	Mail out DVD-Rs of Process Tech curriculum and ask for feedback from academic chairs	July/August 2009	Done
13	Moriah	After POR sub-committees have been verified make initial contact with groups then hand off to chair. Goal to plan first meeting by August 20 th .	July/August 2009	