



2600 Denali St., Suite 700

Anchorage, AK 99503

Teleconference Number: 1-866-875-5250 or 565-5001

**Education and Training Committee Meeting Minutes**  
**September 17th, 2009 – 2:00pm-3:00pm**  
**University Center Room 120**

Teleconference Number: 1-866-875-5250 or 565-5001 (unless otherwise notified)

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**Roll Call:**

**Education and Training Committee Members:**

Sue Moore (Shell) Chair, ✓ Karen Anderson (APSC),  Brad Ault (Job Corps),  Don Bickmeier (TVC), ✓ Jade Bickmore (DOL),  Arva Carlson (Ninestar),  Merlene Conner (Pioneer), ✓ 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 Minutes (July 16, 2009):** ✓

**Discussion Items:**

- I. Update on Sub-committees (who will be able to do it) APICC
- A. Agenda/outline for the meeting
    - 1. Attached 'Gap Analysis & Needs Refinement' will be used as meat of agenda.
    - 2. Todd will assist chair of each committee in facilitating the sub-committee meetings.
  - B. Suggestions for people that could make it on short notice
    - 1. No suggestions made by E&T committee.
- II. Introduction of new professor(s) at UAA P-tech program Rick
- A. Updates on staffing for UAA campus
    - 1. UAA has fulfilled all staffing needs throughout the end of the school year 2009-2010.
- III. E&T committee status Group
- A. Where we are at, where we are going
    - 1. Moriah told E&T that the strategic goals for the E&T committee are on the website and that she encourages the committee to take a look and make suggestions of how we can better move forward.



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2. Suggestion made to have “Student Information” link to make it easier for students to find applicable information.
3. Suggestion was made to make Priority Occupations Report easier to find.
4. Mobile Briefcase was briefly discussed and MB group made sure they were all on same page.
5. Tim announced BP hiring for process tech grads: The 49 technicians for 2009 include 9 Nikiski technicians (Nikiski is closing) 20 current offers and the remaining will be pulled from a pool created on the first of 2009. BP will be posting this month for 2010. The leadership team has made a commitment to hire 20 P-tech graduates for 2010.
6. Kathy spoke of Timitchiat sessions coming up and how to involve E&T/Mobile Briefcase/APICC.

**Action Item Review:**

- |  |              |
|--|--------------|
| 1. Review Existing Actions   | Moriah Miles |
| 2. Recap New Action Items  | Moriah Miles |
| 3. Deliver p-tech curriculum from APICC office to instructors from each campus . DONE – confirmed by Brian, Jeff, and Rick | Todd Bergman |

**Adjourned 2:26pm**



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### 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	Dave	Invite Mike Woods from King Career Center, Natural Resources Program to talk about his program.	Fall 2009; next E&T October	
3	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	
4	Sue, Dave, and Todd	Meet with KPC	Fall 2009	
5	Tim	<del>Provide Process Tech instructors with "Instructor Status" access to key train</del>	Summer/F all-2009	Done
6	Tim	Provide a plan/program to get UA process tech instructors to the North Slope for 2-3 hitches during the summer	2009-2010	
7	Todd	<del>Ask needs committee if we can get more quantifiable data.</del>	Summer/F all-2009	Done
8	Todd Moriah	<del>Mail list of process tech instructors to Sue and other instructors</del>	July 2009	Done
10	Mariah	<del>Email POR sub-committee list to E&amp;T committee to fix spelling errors</del>	July 2009	Done
11	Fred	Update of fund and their impact when appropriate (when information is available)	2009-2010	
12	Todd	<del>Mail out DVD-Rs of Process Tech curriculum and ask for feedback from academic chairs</del>	July/Augus t-2009	Done
13	Mariah	<del>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<sup>th</sup>.</del>	July/Augus t-2009	First mtg planned.
14	Tim	Jeff has requested that Tim now give proctor status to instructors for keytrain so there students can have access.	Fall 2009	