



2600 Denali St., Suite 700  
Anchorage, AK 99503  
Teleconference Number: 1-866-875-5250 or 565-5001

**Mobile Process Industry Briefcase &  
Education and Training Committee Minutes  
November 13, 2009 – 2:00pm-5:00pm**

**APICC Conference Room: 2550 Denali Street, Suite 1600**

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),  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

**Mobile Process Briefcase Working Committee Members:**

✓ Todd Bergman (APICC),  Fred Villa (UA), ✓ Dave Rees, ✓ Tim Woodard (BP), ✓ Steve Shreiber (AWWU), ✓ Sue Moore (Shell), ✓ Jeffrey Laube (KPC),  Rick Adams (UAA), ✓ Brian Ellingson (TVC),  Glynn Jones (ConocoPhillips), ✓ Brian Ellingson,  Mike Woods (KCC and ASD), ✓ Dan Wuthrich

**Staff:** ✓ Moriah Miles (APICC)

**Guests:**  \_\_\_\_\_  \_\_\_\_\_

**Safety Minute:** ✓ - watch steps – ice is here; know how to fall properly and have xlarge grippies for snowboots

**Approval of Agenda:** ✓

**Approval of Notes (Education and Training October 15<sup>th</sup> notes):** ✓ - move rees second anderson

**Approval of Notes (Mobile Process Briefcase August 19<sup>th</sup> notes):** ✓ - move moore second brian

**Discussion Items:**

**E&T**

I. Update on survey (review of cover letter and survey)

- A. Sue explains four subcommittees for (operations mngr/spr; maintenance mechanic; project manager; discipline engineer). She explained that this process wasn't really getting the results back that we wanted. E&T is now joining with Needs Committee on survey effort.
- B. Todd explained that we had 3 meetings with varying degrees of success. Difficult on topic of sufficient training programs. At this point we found most companies using internal training programs (they had created themselves when their need was not being fulfilled).



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C. A cover letter will be used to introduce the survey and the survey sample of companies has already been mostly chosen.

1. Carrot will be promising survey sample results of survey for their efforts.-

D. Companies include mostly large corporations: operators, mining companies, native corporations and industry groups.

**E. Todd to speak to Florian Burowsky to see if NS HR Group is still operating.**

F. Dan suggests that survey and cover letter emphasize that survey is based on local Alaska hire.

**Action item: Cassie – make this specific to Alaska hire**

G. Concern arises that survey doesn't address quantities. Concern response is that qualitative is more attainable and what more companies want.

**H. Suggested that we couple the 'qualitative data' from this survey with DOL data for the most valuable results.**

I. One weakness of survey is that companies willing to pay more won't show having a hard time to get employees (different responses expected here.)

J. Two internal tests have been done on this survey.

**Mobile Process Industry Briefcase**

I. Update on training unit from Tim Woodard

A. Todd gives historical context and explains significance of flier language – open to changing is. Emphasis on hands on exploration of process industry careers.

1. This is not an "academy" and will not results in credentials or certificate.

2. This is CAREER AWARENESS.

3. P-tech instructors will teach the course.

4. Hands on experience.

B. Tim explains how the training unit started and components (ie float valves, control loops, small pump), etc

1. Tim – Started with mobile process diagram and worked with Solomon to create 3d drawing. Plan to make PC based as well. Hope to reach a larger audience through doing this.

2. Unit to be very portable (fit on plane). Units must be able to breakdown and fit in suitcases.

3. Brian has worked with HS students on similar unit – they're receptive. This unit will be tested with Mat-Su Career and Tech, KCC, and \_\_\_\_\_



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**4. BRIAN WILL START EMAIL LIST FOR PARTS – AND JEFF LAUBE – BOTH WILL START FINIDING PARTS (PLEASE INCLUDE APICC IN LOOP) – then send parts list to steve shrieber**

5. Consideration of having ability to break 3d model into 3 systems.

C. Funding – Shell \$2000 seed money. BP lots of inkind with building of training unit.

1. Possibly bring ASRC into program as partner.

D. Need to find scheduling/reservations mechanism for unit.

Timeline: (Moriah create reminders on google) --- NEED CONTAINERS FIRST

1) todd will have mobile briefcase flyer with logos and illustration to sue

1) parts list done – Brian – first draft Nov 23<sup>rd</sup>

2) other instructors send their feedback by December 1<sup>st</sup>

3) list is complete and to mobile process committee December 3<sup>rd</sup>

4) parts list: contribution list/price list – companies can pick out what they can provide (including conocophillips) send list out --- fill the cases with logos

5) all parts go to Eagle River campus (**NEED SHIPPING ADDRESS – TIM WOODARD – peter risee**)

**Ship: Peter Risse , director 694-3313 peter.risse@uaa.alaska.edu**

**Chugiak-Eagle River Cmpus, Ste 228**

**Comm and Tech College**

**10928 Eagle River Rd**

**Eagle River, Alaska 99577):** by have all parts by January 1<sup>st</sup> (Moriah send out who can help email to mobile members)

6) Initial build by (**DAN WOULD LIKE TO USE SOME SHAREHOLDERS TO HELP ASSEMBLE – Moriah**) mid-jan (21<sup>st th</sup>)

7) test drive – lets all attend – beginning of February 1<sup>st</sup>

E. **Dan wuthrich will call Halliburton about shipping containers – dimensions**

F. Kathy – emphasizes need to make “rounds” with mobile briefcase (logistics sense)

G. Brian can easily make this a two-day course (including field trip to some near by processing facility).

H. Plan to let interested process industry companies first reserve the unit then extend to regional training centers, etc.

III. Todd gives update on Engineering Academy.

**Calendar:** *Upcoming conferences, job fairs, anyone traveling?*

*APICC – Todd at Tanana Chiefs Education Summit, Nov 18-19*



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*APICC – RDC Booth, Nov 18-19*

*APICC – AkSCA Professional Development Booth, Nov19-20*

*APICC – APICC Board Mtg at Chugach, Nov 24*

Next Meeting(s) – December 17<sup>th</sup>, 2009

**Agenda Attachments:**

October 15<sup>th</sup> E&T Notes

August 19<sup>th</sup> Mobile Process Briefcase Notes

Survey for POR with cover letter

6. extra note – 7 instructors – 3 trips – one week each – pair up – each select a timeslot – 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	Tim	Provide Process Tech instructors with “Instructor Status” access to key train -	Summer/Fall 2009	
3	Tim	Provide a plan/program to get UA process tech instructors to the North Slope for 2-3 hitches during the summer – next is working out a schedule (think 1 at a time) provide with date – security///tim as escort/	2009-2010	In progress
4	Fred	Update of fund and their impact when appropriate (when information is available)	2009-2010	
5	Ptech Chairs	Provide feedback on curriculum from DVDS from APICC	Sept 17	
6	Moriah	Send active instructor list (FT) to Tim Woodard (after collecting info on new instructors from Jeff and Brian)	Fall 2009	Asked instr for feed back
6b	Instructors	There are 7 instructors and 3 planned trips for instructors to visit North Slope – each should select a timespot	Fall09/Spring10	
7	Moriah	Give Tim Woodard Kathy Leary’s info for connecting to keytrain.	Fall 2009	
8	Todd	Send Engineering Academy scope of work to Sue Moore	Fall 2009	



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Action Tracker (Mobile Process Briefcase)

Who	What	Date	Status
Tim/Glynn/Steve	Video clips from companies (after curriculum is designed)????? Video clips from shell already – send to instructors	2009/2010	
APICC/Brad Ault/Mike	Work on career path/academic piece (separate form apicc website career guide) – tell students next step	Fall 2009/Spring 2010 – jan and feb	In progress
Moriah – akcis -	Ask Mike Woods (with Brad Ault) if he could help with a career pathways piece above –scholarships (then ask other volunteers – wait for cd from monte king – see if we can copy their dvd)	November 16, 2009	
Dan	Has to clear it but may have some interns that could take data and could plug and play for career piece – Todd could meet to let them know what to do	November 20, 2009	