

Process Technology Advisory Board

Agenda

**November 14, 2013; 11 am to 1 pm
Community Room in the LMC Library (Room L109)**

Welcome and Introductions (Please bring business cards)

Review today's **agenda**

Public comment: (5 minutes)

New Dean's update: (10 minutes)

Update on PTEC program: (15 minutes)

- *Enrollment/Graduation Rate*
- *A brief review of the PTEC curriculum. New courses – PTEC 7 & 60; Supervised tutorial; contextualized chemistry and physics*
- *Recommendations for changes in the curriculum - English and Computer Science requirements*

Roundtable discussion on Outreach: (15 minutes)

- *Present efforts*
- *Suggestions from Advisory Board on future efforts and collaboration*

Round table discussion on progress and plans for the PTEC program: (50 minutes)

- *Feedback from industry representatives as to whether the curriculum provides the knowledge and skills you need.*
- *What trends are you aware of in the process industry that we need to address and prepare our students for?*
- *Internships*
- *Other services LMC might provide: example, special training needs, either in-house or at Los Medanos College*

Agenda suggestions for the Spring 2014 meeting: (10 minutes)

Tentative date for Spring 2011 Meeting: ?

Mission of the Process Technology Advisory Board

- *Maintain a partnership between Los Medanos College and local industry to ensure the program meets the needs of industry*
- *Discuss regional industry trends*
- *Promote industry support in hiring of program graduates*
- *Participate in the evaluation of the effectiveness of the program*

Process Technology Advisory Board Meeting Minutes

November 14, 2013

Community Room, LMC Library, Room L109

Attending:

Dave Manly – Shell Oil, Ret'd
Jim Martin – LMC PTEC Instructor
Christine Alcantara – Chevron Research
Rich Carey – Chevron Research
Casey Parkhurst – PTEC Student
David Kail – DVC (ex-PTEC Director)
David Wahl – LMC
Joann Rowney – USS POSCO
Bob Muller – Shell Oil
Mauricio Matheu – PTEC Student
Mitch Schweikert – LMC Chemistry Dept.
Cecil Nasworthy – LMC ETEC Director
George Russo – Dow Chemical
Ana Castro – LMC STEM Connector
Diana Gonzalez – Tesoro
Tina El Amin – Tesoro
Melissa Newton – K2 Pure Solutions
Eli Vioria – K2
Chet Green – K2
A'kilah Moore – LMC Dean Math and Science
La Vora Mathis Payne – LMC Counseling
Fred Ferrante – LMC PTEC Instructor
Melina Rodriguez – LMC CTE Admin. Sec.

- The meeting came to order at 11:03 a.m. by William Cruz.
- Introductions took place around the table.
- William Cruz reviewed the agenda.
- Dean A'kilah Moore talked about the CTE programs and how she and Dean Natalie Hannum are reviewing how to spend money correctly and beneficially for these programs.
- William Cruz updated the group on the PTEC program:
 - The average age of the PTEC students is around 35 years old. The typical student has not recently graduated from High School. There are students with different backgrounds including veterans. This is the first year that we have 40 students both semesters.
 - It was mentioned that the curriculum was created based on the need for the industry to operate specific equipment. It has evolved with the years adjusting to industry's needs. Examples are: PTEC 007 (Soft skills on how to deal with personalities including your own and others), PTEC 60 (how to interview better and get better test scores), supervised tutorial

(hands on experience on outside equipment routine work), contextual chemistry, and physics. The certificate does not require English and other General Ed courses, but there is a need for the student to learn how to keep protocol with emails, be familiar with computers, write high school level English, communicate well, and work in teams.

- David Wahl talked about FTS in filling these CTE Workforce Development Program/classes up. He discussed the new TAACCCT grant worth \$1.2 million and how ETEC, PTEC and Welding are part of this grant for the next couple of years. He announced that we will be hiring a new person to be our Workforce Development Liaison who will be working with the community on connecting internships.
- Ana Castro mentioned the work that she is involved with (STEM) and how she has started a pipeline with some of our partners.
- William Cruz described the new PTEC flyers and how the students can plan their educational journey at Los Medanos College based on this information. Discussion of the need of soft skills for our students was mentioned.
- Jim Martin discussed the PTEC 07 & PTEC 60 courses which are focused on soft skills and interviewing skills. PTEC 07 consists of subjects such as paying attention, asking questions, participation, personal and interpersonal skills, self management, taking responsibility, communication, listening, observing and interpreting, vision and long-term goals. PTEC 60 consists of creating professional resume and interviewing skills. Guest speakers visit the classes from industry HR and former students. Students have a lot of practice answering STAR questions.
- Rich Carey from Shell mentioned that the students who come in with good attitudes and good technical skills are the students they will want to hire.
- William Cruz stated that each semester the PTEC program will receive 80 new students but by the second semester they will be down to 50.
- Bob Mueller from Shell asked about the percentage between Certificates and Degrees; 60% of PTEC students will graduate with their Certificate of Achievement and 40% will receive an Associate of Science Degree..
- Rich Carey from Chevron is very concerned about the students' behavioral issues they keep having. He mentioned that new hires tell him that they do not want to start at the bottom as a new person, that they think they deserve a much higher pay. Yet, he said, these are the same workers that cannot stay off of their cell phones while on the job site.
- Internships with DOW; they like to get the students before they graduate into their intern program. If they really like someone they will extend the internships until the right time so that they can hire them. These interns are working anywhere between 40-45 hours per week on top of their school schedule. Likewise, if these interns are slacking off, showing poor attitude, constantly on their phones or cannot commit to their schedule then their internships get cut off early.

- It was mentioned that internships work well for everybody (the hiring companies, the intern, and the administration), simply because it provides a several week “interview” that also functions as a training as well. The company gets a long look at the student and visa-versa.
- Melissa Newton, former LMC PTEC graduate who is now working for K2 Pure is willing to do classroom visits to answer any potential student questions. She also has a Facebook page strictly for PTEC and those who are interested “Facebook for PTEC’ers”.
- There were no suggestions on the agenda for next meeting on the spring of 2014.
- Next meeting will be schedule for May 2014.
- Meeting adjourned at 1:13 pm.

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