MANUFACTURING ADVISORY BOARD MEETING

Meeting Date: Monday, May 5, 2014
Meeting Time: 5:30 pm - 7:00 p.m.
Meeting Location: Dianne Van Hook University Center - Room 223

Meeting Topics:

Call to Order

5:30 – 5:40 Welcome

Introductions

Current Status of COC Manufacturing Technology Program

- Class location
- Equipment offered
- Curriculum as of 2013/2014 catalog
- Certificates offered

5:40 – 5:50 Tim Baber

Center for Competitive Applied Competitive Technologies (CACT)

5:50 – 6:00 Joe Klocko

- Quick Overview of CACT
- Current Work with Ventura County WIB
- Fast Track CNC Cohorts

NSF Funded Advanced Manufacturing Processing Technician (AMPT) Project

6:10 – 6:20 Kristin Houser

- Overview and tie-in to current Manufacturing program
- Goals and Objectives
- Other opportunities to be developed under grant

6:20 – 6:25 Gabie Temple

- What is an internship
- What does COC offer?

Cooperative Workforce Experience Education

6:20 – 6:25 Gina Bogna
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Meeting Topics (cont’)

Future Vision of COC Manufacturing Program

6:25 – 6:50

- Growth and possible future location
- New Curriculum Needed
- Industry Recognized Certifications and/or credentials needed
- Development of partnerships
- Grants

Tim Baber
Advisory Board Members

Election of Advisory Board Chair and Vice Chair

6:55 – 7:00

- Responsibilities
- Term

Tim Baber

7:00 Adjourn

Tim Baber
Electronic Systems Advisory Board Meeting  
November, 12, 2013  
Mentry Hall Room 246  
12:00 – 1:30 pm

Attendees:

Peter Benjamins    Information Technology Agency / City of Los Angeles  
Bill Daly      Audio Engineer / Production Research Group  
Lee Hilliard     Electrical Systems Technology/ COC Department Chair  
Paul Hodge     Information Technology / COC Economic Development  
Kristin Houser     Career Technical Education / COC Dean  
Sonia Mesick     Human Resource Manager / Program Research Group  
Donna Murphy     COC Faculty

Non-Attendees:

Nick Albert     City of Los Angeles  
Edel Alonso     Counselor/ COC  
Tim Baber     Welding Technology Dept / COC Dept Chair  
Pete Bellas     COC Dean Economic Development  
Mark Benz     Production Research Group Department Lead  
Samual Bolanos     Computer Networking / COC Lab Technician  
Raul Campos     Engineering Group Leader / St. Jude Medical  
Chris Craig     Account Executive /Production Research Group  
Irma Elioff     HR Manager SNV / Sugar Foods Corporation  
Douglas Forbes     Anheuser-Busch  
Donald Gallette     Master Electrician, retired / Anheuser-Busch  
Carrie Hall     Executive Assistant / Mann Medical Research Org  
John Langan     Anheuser-Busch  
Pam Malowe     Career Development Coordinator / William S. Hart District  
Bob McKibben     Tri-Signal Integration Inc.  
Mark Olsen     Operations Manager / Production Research Group  
Christopher Page     Intern Information technology / City of Los Angeles  
Amanda Ragan     Production Coordinator / Production Research Group  
Ginette Sanna     CEO / Hamby Corporation  
Joseph Schulman     Chief Scientist / Alfred E. Mann Foundation  
Ryan Theule     Dean Canyon Country Campus / COC  
Robert Wilson     Neuromodulation Operations Trainer/ Boston Scientific  
Wilson Winkelmann     Anheuser-Busch
Welcome/ Introductions: ALL

Current State of Program:

Courses

Lee - Courses remain the same, enrollment is problematic, low. Not sure how to sell this, even with the internships set up its tough getting students to enroll. An Associate’s degree might not fit for their needs but fast track might, TV networks, unions. He will request certain skills from these students -

Peter - Should Welding be part of the electronics curriculum? There are some skills that overlap

Kristin - What tools would students need in the electronics program?

Sonia - Hoist certification, out of 12, 2 passed. PRG doesn’t have a certified teacher to teach safety

Lee - Expressed the reason for the importance of having a degree because of the paperwork part of the job, even a hands-on position

Enrollment - is low – Lee

Equipment purchased - ??

Equipment Pursuing –

Schedule – spring 2014

Suggestions for addressing industry needs

Peter - FCC license is required, crimping of cables vs soldering is used. Three techniques have been developed: thermal camera, electromagnetic, electrical profile Huntron -

Bill - PRG rents equipment to studios & personnel. Bill is a member of 4S. PRG could possibly tailor a program for IBW

Peter - Asked to understand more about the Fast Track program -

Kristin - Grants support the fast track training. The Work Source Center organizes this program, which is put together based on the company’s needs. Students are put through intensive skills training to get their foot in the door; they are given assembly skills that are needed. The Work Source Center qualifies students. The event is created to connect these students with potential employers/internships. They are given 15 minutes to meet with potential employers and interview with them to earn an internship. It’s like speed dating type atmosphere

Local industry needs:

Entry level –

Sonia - Multiple skills is what they are really looking for in interns/employees, like a MacGyver

PRG still does soldering, repair consoles & boards, cable too –

3 yr outlook
Internships

Shopay is a temp agency that PRG owns. They provide flexibility in their intern programs, if there’s down time they can find other work in another dept.

Sonia - Internships interviews will begin in 3 weeks and begin working in January 2014. Part of their internship is helping them write their resume’s –

Bill - Current internships that PRG has say they need boot camp. Learn the basics, understand the fundamentals and have it broken down –

Sonia - PRG internships works as follows, interns go to a weekly meeting, maintain a diary and must be present in their weekly mentor meetings. Their internships are in 12 week increments, in various departments like special effects, rigging etc. They are given a task to do so they learn on site. After the 12 weeks, they will have specific skills. If PRG feels there is more they can learn, they sign them up for another 12 week internship. Because they see there is a path they can develop the intern. It depends on what the intern has shown them. None of the Universities use State of the Art equipment like PRG has

Sonia - PRG success story about an intern that has great work ethic, didn’t have a 4 year degree but he had experience/certification as an electrician. They have given them more programs. He found his weaknesses and enrolled himself back at COC into the Welding program to learn more. Internships are paid at PRG.

- Universal
- Anheuser-Busch

FANUC – Pursuing becoming a certified training center

- Maintenance/repair

OTHER:

Lee - Grant (NSF) 3 years advanced manufacturing & processing. Need core foundation skills, integration between the network & equipment, skillset.

Sonia - PRG is moving into a larger Sylmar facility between April-June 2014. –

ACTION ITEMS:

1. Provide Sonia name of HR person who helps in Mentoring - Kristin
2. Kristin would be interested in doing a profile on PRG’s intern for the CTE Newsletter, Sonia to provide information to Kristin
3. Provide a list of tools recommended for students to Board Members - Bill
4. Contact and approve the addition of Victor Marrero, per Peter’s suggestion, to the list of Board Members - Lee

Determine next meeting – adjourned 1:30 Suggestion of 3:30-5:00 for next meeting in Spring. Noon probably better maybe even April for most.

Minutes by Lynn Arndt
Overall, how would you rate this program:

Score | Total # of Responses | Score/Response Total | Average Score
--- | --- | --- | ---
5 | 7 | 35 |
4 | 7 | 28 |
3 | 0 | 0 |
2 | 0 | 0 |
1 | 0 | 0 |
**Totals** | **14** | **63** | **4.50**

How would you rate the instructor:

Score | Total # of Responses | Score/Response Total | Average Score
--- | --- | --- | ---
5 | 9 | 45 |
4 | 4 | 16 |
3 | 1 | 3 |
2 | 0 | 0 |
1 | 0 | 0 |
**Totals** | **14** | **64** | **4.57**

The class materials were clear and useful:

Score | Total # of Responses | Score/Response Total | Average Score
--- | --- | --- | ---
5 | 4 | 20 |
4 | 8 | 32 |
3 | 2 | 6 |
2 | 0 | 0 |
1 | 0 | 0 |
**Totals** | **14** | **58** | **4.14**

The program strengthened my skills:

Score | Total # of Responses | Score/Response Total | Average Score
--- | --- | --- | ---
5 | 7 | 35 |
4 | 5 | 20 |
3 | 1 | 3 |
2 | 0 | 0 |
1 | 0 | 0 |
**Totals** | **13** | **58** | **4.46**

1 Trainee did not answer

What did you find of greatest benefit? Instructor really goes over all the exam questions so we aren't surprised on the test. / The way the instructor focused on what we need most instead of just anything. / The material covered. / Learn now to read blueprints. / Just an overall better understanding of symbols and terms associated with drawings. / I learn new ways to read a blueprint. / I learn to understand more about blue prints. / Material was well explained. / Full size drawings & work book. Learning the call-outs on parts. / Better understanding of B/P reading. / Being able to have class at my work place.

What did you find of least benefit? Everything was excellent. / Nothing really, everything was very useful. / Nothing / Class too long needed to be 3 hours instead of 4. / Not having sample parts for visual purpose. / Cell phones. / Sitting for 4 hours after 2 hrs mind is numb. / To long of classes.

Any suggestions for improvement? Maybe shorter classes maybe 2 1/2 hours. / Not really, the class was great, good instructor and very useful techniques. / Classes are to long. / Get sample parts to match sample prints. / If a teacher wants his/her class to respect and pay attention (no cell phones) it needs to be said at the very beginning. / Shorter classes.

Other comments? Angel was great & great class. / Loved the class, Angel is a great instructor - very knowledgeable. / Class was interesting. / Good instructor explains well.

Additional ETI classes you are interested in taking: Inspection Techniques (2) / Shop Math / Hydraulics / Welding / Team Building / Reverse Engineering (2) / CMMI / GD&T / Business Performance / Business Writing / PowerPoint

Blueprint Reading (Solid Concepts) / Flight #A-11
March 12, 2013 through May 7, 2013
Instructor - Angel De Sevilla
140 employees

Have ISO 9002 and Aerospace AS9100 already

Looking for ISO 1345 Medical Quality Standard

Executive Overview training 8 to 16 hours (16 may be hard sale)

10-12 executives (AL is one) including department managers

Before Sept 1st

Outcomes: getting ticket punched

Al: CMTC quality systems, six sigma etc

Internal auditor training ISO 1345 & GMP (not 501k – that is handled by customer)

10 internal auditors

Wait on this a little; must be “as implemented” and they are not there yet

November 1 – November 15th

Talk to BSN for instructor
**SUPPLIER CAPABILITIES SURVEY**

**Your Company's Name:** Santa Clarita Community College District  
**Supplier's Address:** Employee Training Institute  
26455 Rockwell Canyon Rd.  
Santa Clarita, CA 91355

**QA Manager's Name:** John Milburn, Director Employee Training Institute ETI (not QA Manager)  
**Phone:** 661-362-3245  
**Fax:** 661-362-3461  
**Email:** john.milburn@canyons.edu

**Other Management Staff - Please Provide the Names & Email Address of the Functions Listed Below**

<table>
<thead>
<tr>
<th>Function</th>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>President or General Manager</td>
<td>Outside Sales Rep.</td>
<td>Sherie Arnold</td>
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**Supplier's Services & Facilities (Please Describe Your Services)**

**Parent Company**

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<th>Name of Parent Company (If Different)</th>
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<th>Address of Parent Company (If Different)</th>
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**List Additional Services That Are Available: (Examples: Laboratories, Engineering Service Centers, etc.)**

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**Number of Employees at this Location:** N/A  
**Number of Employees in Entire Company:** N/A  
**Do You Have an Environmental Impact Policy?:**  
☑ Yes ☐ No ☐ I am not sure.

**Total Square Feet at this Location:** N/A  
**Are you able to process orders in compliance with ITAR regulations, if required?**  
☐ Yes ☐ No ☐ N/A

**Please List the Percentage of Your Business in the Following Industries:**

- Government: □
- Commercial: ☑
- Aerospace: □
- Manufacturing: □
- Distribution: □
- Medical: □

*We are Community College providing Training Services to Industry*

**Financial Review**

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<th>FOB:</th>
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**Trade References (List 3 Trade References - Examples: Bank, Suppliers, etc.)**

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<thead>
<tr>
<th>Company N/A</th>
<th>Contact Name:</th>
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<th>Fax or Email:</th>
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## SUPPLIER CAPABILITIES SURVEY

### Customer References (List 3 Customers)

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<th>Company</th>
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<th>Phone</th>
<th>Fax or Email</th>
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<tbody>
<tr>
<td>King Bros., International</td>
<td>Jake Chase</td>
<td>(800) 325-9468</td>
<td></td>
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<tr>
<td>B&amp;B Manufacturing</td>
<td>Art Casillas</td>
<td>(661) 294-6168</td>
<td></td>
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<tr>
<td>RAH Industries</td>
<td>Robert Weesner, Jr</td>
<td>(661) 702-1887 ext.178</td>
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### Quality System

All Suppliers: (Please identify your Quality System Certification)

- [ ] ISO 9001
- [ ] AS 9100
- [ ] NADCAP CERTIFIED
- [ ] Other
- [ ] Not Certified

Registered Suppliers: If your company's quality system is registered to one or more of the quality standards shown to the left, please attach a copy of certificates and provide your name, date, signature, and telephone number. Thank you for taking the time to complete this survey. Send your response to the efax shown at the top of the page.

Printed Name of Person Completing This Survey: John Milburn
Date: 4/12/13
Signature: [Signature]
Telephone Number: 661-362-3245

If your company is not certified to a quality systems standard, please answer the additional questions below.

<table>
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<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>See Attachment</th>
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<td>Please attach a copy of your inspection procedures.</td>
<td>N/A</td>
<td>No</td>
<td>See Attachment</td>
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<tr>
<td>Do you use calibrated inspection instruments?</td>
<td>N/A</td>
<td>No</td>
<td>See Attachment</td>
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<tr>
<td>Please attach a copy of your calibration procedures.</td>
<td>N/A</td>
<td>No</td>
<td>See Attachment</td>
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<tr>
<td>Please attach a copy of your procedure for controlling nonconforming products.</td>
<td>N/A</td>
<td>No</td>
<td>See Attachment</td>
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<tr>
<td>Does your company keep material test reports on file?</td>
<td>N/A</td>
<td>No</td>
<td>See Attachment</td>
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</tbody>
</table>

Name of Person Completing This Survey: John Milburn
Date: 4/12/13
Signature: [Signature]

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