

November 11th, 2009 Steering Committee Meeting Minutes

11:30am to 1:30pm, Portland State Business Accelerator

Attending the meeting: Cary Harkaway – Worksystems, Inc.: Carla Blackadder – Genentech: Paul Wild – Portland Community College: Glenda Grace – CP Medical: Jeff Skinner – ControlTek: Robin Klein – Q&D Manufacturing: Jennifer Karns – Biotronik: Lori Payne – Bioanalytical Systems, Inc.: Trish Hennon – Precision Wire Components: John Tortorici – OBA: Dan Hill – OBA: Donna Chambers – OBA.

John Tortorici: Welcome comments –

Linda Bovard presented material to be evaluated for the following topics:

- Executing Mock Audits and Preparing for Regulatory Inspections
- Working (and Thriving) in a Regulated Environment: An Overview of FDA Requirements
- Managing an Effective Quality System

Class structure includes lectures, and group exercises, handouts for student use and inviting students to share their issues and experiences.

The evaluations from committee members scored Linda highly in her knowledge and experience.

Comments included: speaking louder and not referring to slides so much. Linda has been approved by the Steering Committee.

Dan Hill: Present update of program since last meeting. Attached is Dan's slide presentation

- Past Business
- Current Business

Steering Committee: Collectively discuss the following questions:

1. What topics should we focus on delivering in and outside of the grant parameters?
2. Your strategies on how we can expand BioPro Workforce Training, both locally and state wide?

Group discussion included the following points:

- Minimum of students per class must be raised above the current number of 5. Attendance increases after the initial “run” of the class.
- Identified a “scout” approach, company will send one person to see if the class is a good fit, then send others if accepted. Suggestion to market new classes with this approach in mind. Perhaps pay the instructor less for the first run as a trial.
- Title of class does not always accurately reflect class content. We need to communicate class content better.
- Suggestion to run classes outside of grant is to have an “anchor” company host the class at their facility with the majority of students attending from their company, then open to community.
- Discussion regarding whether classes should be focused on one aspect of topic or geared toward a specific type employee. Determined it depends on the subject matter.
- One suggestion: 2010 grant is 70% reduced from 2009 – use the funds for new topics, run the “tried and true” topics outside the grant.
- Bundling classes with follow up coaching for students by instructor.
- Success topics identified were: Translated Overview class (CP Medical), Optimizing your Supply Chain (Q&D Manufacturing), Project Management (Biotronik and Bioanalytical Systems).
- Get FDA to provide instructors – perhaps a lower cost, definitely greater experience.
- Certification and continuing education credits for certain classes would be a good draw. Project Management certification may be obtained by taking the class that Jeff Oltman taught.
- Idea to get student commitments prior to scheduling the class in order to assure a higher attendance.

Dislocated Workers (Bioscience Foundations Program): Brief discussion on this program. Committee members identified problems with screening process. The majority of candidates brought before them were not the caliber that companies were seeking. Offer to help with screening process made by Precision Wire Components. Suggestion made by OBA that this falls under the BioPro umbrella as part of our regular curriculum.

Next meeting scheduled for December 16, 2009