

**February 17, 2010 Steering Committee Meeting**

**11:30 am to 1:30pm**

Portland State Business Accelerator, Mt. Hood Conference Room

Attended by: Robin Klein – Q&D Manufacturing, Glenda Grace – CP Medical, Lori Payne – BASi, Jeff Skinner – Control Tek, Cary Harkaway – Work Systems Inc., Shan Weggeland – Worksource Oregon, Tesa Patton – Vanguard EMS.

**John Tortorici:** Welcome

**Dan Hill:** BioPro Program Overview (see attached PPS presentation)

- Past business, Linda Bovard taught her first FDA class, which was well received. Don Lewis class on Measurement Systems Analysis also had good attendance. Instructors scored well on evaluations. Sheila Ramerman's class at Tyco was very well attended with 51 students.  
Homework assignment:  
Identify classes outside the grant (see slide #5) Robin Klein: technical classes identified outside the grant. Why does Regulatory Overview fall within this cluster? Jeff Skinner – because it is a strong enough class to stand on its own. Prices for classes outside the grant may have to be adjusted – best guess at this point.  
Slide 6 – Dislocated Workers Program? Innovation classes and bringing product to market. Lori – many topics that may fall under the program, discussion on how to structure it. Dan described the idea of the program, certificate for new hires new to the industry.
- Current business – Dan presented the current class schedule (February, March and April).  
See slide #9
- Robin idea to present instructors in a BioForum format.
- John talks about career center – Jan Foster, sophisticated job board. Post job with 10 unique questions designed for the specific job posting.

**Steering Committee Presentations**

- Jose Campos from Rapidinnovations LLC
- Dorian Simpson presented the following classes:
  - Risk Management for Product Development
  - Managing Projects in Chaotic Organizations
  - Foundational Skills to be a Successful Product Manager
  - Advanced Skills to be a Leading Product Manager
  - R&D and Engineering Performance Measurements and KPI's
  - Engineers' Bootcamp

The above classes as well as another class that came up in discussion, "Finance for Non Financial Personnel," were approved by the Steering Committee for inclusion in the training plan for the next contract between OBA and Worksystems.

**Closing Minutes**

Committee members have requested materials sent to them prior to the meeting for review.