

Metals Manufacturing Skill Panel

Meeting Minutes

Tuesday, July 7, 2009

9:00-11:00am

Attendees: Marc Goldberg, MHCC; Roger Collier, Oregon City Robotics; Randy Anderson, Leupold & Stevens; Juli Potts and Wendy Normand, Leatherman Tool Group; Carol Chislett, Vigor industrial; Jeannie Brault, Schnitzer Steel Inc.; Heather Ficht, Kenya Budd and Jesse Aronson, WSI; Terry Smith, PCC Structural; -via conference call, Heather Noel, ESCO

Minutes:

Introductions:

- The Panel welcomed new comer Roger Collier from Oregon City Robotics.

Major Topics Discussed:

- The training plan was approved by the skills panel at large. (see attached Training Plan approved by the Metals Skill Panel)
- Members agreed to reserve 15 vouchers for Computer classes for companies not present and each present company took a proportionate number of vouchers based upon their individual need.
- Members were reminded of the July 14th reporting and invoicing training to be held at WSI at 9am.
- Heather Ficht relayed that there is no information on extending the deadline for utilizing Incumbent Worker Training Funds

Action Items:

- Kenya will ascertain if Vigor or Schnitzer has locals within HVAC's consortia
- Kenya will post the voucher process and remaining number of vouchers on the web site

Next Steps

- Next proposed meeting: August, a meeting wizard will be generated to decide on a date.

Name of Class	Class Length (hrs)	Class size	Location	Trainer	Contact for registration information
Metallurgy for non-metallurgist	12 hours/ 2.5 hours per day, 3pm-5:30pm on 5 consecutive days	summer only, 2classes of 5 up to 20)	Oregon Institute of Technology	John Anderson	Kbudd@worksystems.org
Description: This training will cover basic chemistry, Ferrous metals, metal production, alloys, alloy numbering system, heat treatment, characteristics of metals and fabrication techniques.					
Basic Metallurgy for non-metallurgist	4hrs	(x 2 classes of 5 up to 18)	Community Colleges	TBA	Kbudd@worksystems.org
Description: General introduction to alloys and how they are used. The important elements of all areas related to metallurgy, overview of the melting, pouring, flogging, and heat rating processes and the impacts of casting repair on material properties of steel including welding, arching, and grinding.					
Welder Certification / non Union	6hr of instruction + proctored testing and certificate processing	tbd	Community Colleges	TBA	Kbudd@worksystems.org
Description: Training to certify welders who currently poses basic welding skills. The training should certify welders on: 8' D1.14.1 schedule 80 pipe, 1'6G plate D1.1, and 3/8' vertical plate D1.1 standard procedures, and 60 degree included angle and 1/8' and gap up to 3/16'. to include proctor testing and certificate processing					

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Welder Certification/Welding recertification/Union	cert. /5 hrs, re cert.1 hr	tbd	HVAC & Metals Institute	HVAC & Metals Institute	Kbudd@worksystems.org
<p align="center">Description:</p> <p>Includes any type of welding test required by the incumbent worker, to include and not limited to: 8' D1.14.1 schedule 80 pipe, 1'6G plate D1.1, and 3/8' vertical plate D1.1 standard procedures, and 60 degree included angle and 1/8" and gap up to 3/16". to include proctor testing and certificate processing</p>					
Shop Math	24 hrs, 2hrs 4times per week over three weeks	tbd	Community Colleges	TBA	Kbudd@worksystems.org
<p align="center">Description:</p> <p>This training will include instruction and practice using a tape measure, adding and subtracting fractions, using a tape measure for adding and subtracting measurements, basic math,(adding , subtracting, multiplying, and dividing), area, surface area formulas, simple conversions, and fractions, decimals</p>					
Business Math for Manufacturing	24 hrs	tbd	Community Colleges	TBA	Kbudd@worksystems.org
<p align="center">Description:</p> <p>This training will include instruction on analyzing and presenting numerical information, into basic algebra, complex word problems, including ratios, geometry, and statistical process Control Quality.</p>					
SharePoint I, II, and III	2 day	tbd	Kinetic Technology Solutions	TBA	Kbudd@worksystems.org
<p align="center">Description:</p> <p>In this course you will learn the concepts of Microsoft SharePoint for collaborating with others on your work team, learn how to access a SharePoint site as a member and contributor, and learn how to perform essential functions as a site owner. You will learn how to work with lists, libraries, discussion threads, blogs, wikis, and surveys. You will learn how to create a Windows SharePoint Services site. You will learn how to grant permissions to a site, create a workspace on a site, and work with web parts. You will also learn how to create, modify and manage lists, and apply permissions to a list. You will learn how to create a document library, create a picture library, create templates, and apply permissions to libraries. You will also learn how to create a blog, manage blog pages, create a wiki library, manage a wiki library, and apply permissions to wikis and blogs. You will learn how to create custom groups, add users to custom groups, manage access requests and manage users' alerts.</p>					

Name of Class	Class Length (hrs)	Class size	Location	Trainer	Contact for registration information
Microsoft Office suite	1 day	up to 15	Kinetic Technology Solutions	TBA	Kbudd@worksystems.org
<p align="center">Description:</p> <p>In this course participants will be introduced to the core Microsoft Office products (Word, Excel, PowerPoint, and Outlook). The course will include navigation tools for the Office products as well as key features of each application. In Microsoft Word, participants will learn how to create, edit, and print a document. In Microsoft Excel, participants will learn how to create a spreadsheet that includes formulas. In PowerPoint, participants will learn how to send and receive email and how to set appointments in the calendar.</p>					
Excel I	1day	up to 15	Kinetic Technology Solutions	TBA	Kbudd@worksystems.org
<p align="center">Description:</p> <p>In this 1-day course, you will learn the essentials of the Excel 2007 program. You will learn how to navigate through a worksheet and select cells. You will also learn to insert, rename, and delete worksheets. You will learn to enter and edit data, and copy and rearrange data. Also, you will learn to create mathematical formulas that contain absolute and relative cell references. You will do additional calculations using basic functions. You will learn to format text and numbers for appearance. Lastly, you will learn to modify print options and preview your spreadsheet before printing.</p>					
Windows basic	1day	up to 15/tbd	Kinetic Technology Solutions	TBA	Kbudd@worksystems.org
<p align="center">Description:</p> <p>In this 1-day course, you will learn how to get started with the Windows operating system. You will become familiar with the components of a personal computer and learn how personal computers work. You will learn how to log on to a PC, explore the desktop with the mouse, manipulate open windows, use help and support, and adjust mouse settings. You will also learn how to manage folders and files, including how to use shortcuts, file search tools, and the recycle bin. In addition, you will learn the general procedures for using applications by working with Windows accessories such as the calculator.</p>					
Microsoft Project	1day	up to 15/tbd	Kinetic Technology Solutions	TBA	Kbudd@worksystems.org
<p align="center">Description:</p> <p>In this 2-day course, you will start by learning about the Microsoft Project environment. You will learn how to create tasks, organize tasks, link tasks, observe the critical path, modify task relationships and you will also learn about constraints. You will learn about resources by creating and assigning a base calendar, entering and assigning resources and working with costs. You will learn how to analyze a project, resolve time restrictions and resolve resource conflicts. You will also learn ways to view Project information and how to generate Project reports. Finally, you will learn how to sort Project data, filter Project data and how to create custom filters.</p>					
Geometric Dimensioning & Tolerances I	(2)20hr 1-5pm over 5 consecutive days classes	min 5/ max 20	Oregon Institute of Technology	Bryan R. Fischer	Kbudd@worksystems.org

Description:

This course is a thorough treatment of the system of Geometric Dimensioning and Tolerancing concepts, rules, tools and techniques. The course is presented from design, inspection, manufacturing, and concurrent engineering points of view. This course covers all the fundamentals so students will understand the shortcomings of +/- Dimensioning and Tolerancing and how GD&T eliminates these deficiencies. Functional Dimensioning and Tolerancing is emphasized throughout the course. The pros and cons of alternate strategies and their effect on downstream processes are discussed. This course sets the foundation for advanced courses in GD&T and tolerance analysis. Exercises included. [The instructor has a very clear understanding of ISO standards and is prepared to address questions and concerns regarding ISO.]

Geometric Dimensioning & Tolerances II	(2)20hr 1-5pm over 5 consecutive days classes	min 5/ max 20	Oregon Institute of Technology	Bryan R. Fischer	Kbudd@worksystems.org
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Description:

This course builds on the Level 1 course with advanced topics and extensive hands-on exercises and applications problems. The course includes deeper coverage of complex geometries (such as those produced by stamping, casting, injection-molding, machining, forging), Datum Reference Frames, Y14.5 vs. Y14.5.1 interpretations, Composite Tolerancing, Free-State vs. Restrained Parts, Tolerance Analysis issues, etc. Alternate strategies, their effect on product function, gauging and processing is addressed and optimal application are stressed in this course. Extensive applications exercises included. [The instructor has a very clear understanding of ISO standards and is prepared to address questions and concerns regarding ISO.]