

SBRC D Project

Quarterly Review Meeting Minutes

June 4, 2007

09:30 AM – 12.30PM

Old Dominion University

Kaufman Hall, KH-103

Norfolk, Virginia 23529

List of Attendees:

- Alok K. Verma - Project Technical POC and PI - ODU
- Carol Considine - Co - PI, ET Dept. - ODU
- Vince Warren - NGNN
- Larry Koeck - NGNN
- Ron Jerasa - Colonna's Shipyards
- Eddie Hughes - Colonna's Shipyards
- Yolanda Showers - ODU-Research Foundation
- M. Nuns Jain - MARAD

(Via Teleconference):

- Josephine Anderson - VSRA
- Audrey Smallwood - ATN
- Danny Brookman - NGC
- Margie Kraft - ATI
- Greg Whitney - Atlantic Marine
- Ian Bennitt - SCA
- Regina Farr - MARAD

Meeting Minutes:

1. Alok Verma welcomed everyone followed by introductions.
2. Carol Considine spoke about the location and dates for the career day event in Hampton Roads. She said that we needed to wait to confirm the date until mid July for the Ted Constant Center to disclose the dates for the basketball matches. The following additional comments were made:
 - Alok Verma asked Audrey Smallwood if she could find a speaker who could give information to school students about the apprentice program. He also said that we needed to identify at least 10 speakers from the industry for the career day event and the teachers and counselors workshop.
 - M. Nuns Jain suggested that apprentice presentations should cover all maritime apprentice programs; it should highlight apprentice programs that are for mobile schools and shipyards.
3. Carol Considine discussed about the dates for teachers and counselors workshop in Hampton Roads and Gulf Coast
4. Carol Considine discussed about the program schedule for teachers and counselors workshop.
5. Audrey Smallwood discussed about the location for career day event in Gulf Coast. She said that Jackson County Campus would not charge for the career day event. They have a

Fine Arts Building (F) with theatre style auditorium where we can have Vendor Displays. It can accommodate 45 to 50 Vendor Displays. At building (E) we can have the hands-on activities.

6. Audrey Smallwood discussed about the possible shipyards for tours in Gulf Coast. She said that all the shipyards in the consortium are on board. The following additional comments were made:
 - Alok Verma said that the tours in Hampton Roads will be 30 min. approximately.
 - Audrey Smallwood said that the yards should be closer to the location of the career day event.
 - Alok Verma said that transportation time should be 20 min. He also said that we should divide 600 students into 3 groups, each having 200 students and rotate them in various activities.

7. Ron Jerasa and Eddie Hughes discussed about the shipyards for tours in Hampton Roads-Colonna's & BAE Systems. The following additional comments were made:
 - Carol Considine mentioned the need for matching the SBRC event timings with school bus schedule.
 - Alok Verma asked Carol Considine to speak to the transportation coordinators of a few schools in this area.
 - M. Nuns Jain asked the members, if the industry would pay for additional bus system charges incase we go beyond the school bus schedule. The members said that they would consider this aspect.
 - Carol Considine suggested the timeslots for High School and Middle School as 8.00 AM-1.00 PM and 9.00 AM-3.00 PM respectively.

8. Ron Jerasa and Eddie Hughes discussed about the Layout and schedule of the tour at Colonna's Shipyard. Ron Jerasa brought in a chart with the detailed layout with pictures and facilities.

The following additional comments were made:

 - Alok Verma suggested that as soon as students come in, they should be divided into groups and the same will be replicated for BAE Systems.

9. Alok Verma discussed about the layout of Ted Constant Center.

The following additional comments were made:

 - Carol Considine expressed concern about traffic congestion with the layout and suggested suggested dividing hands on activities according to groups as A, B, C, D...and then send students to these booths.
 - Vince Warren suggested moving the sponsors and partners booths one side and hands on activities booths on the other side.

10. Vince Warren and Larry Koeck discussed about the hands on activities for career day event.

The following additional comments were made:

 - Alok Verma asked Vince Warren and Larry Koeck to give minimum space requirements and the time for each activity.
 - Audrey Smallwood asked about the electrical power requirements for each station and the members said that they would consider it.
 - M. Nuns Jain asked if there was a possibility of having welding simulation activity.
 - Larry Koeck replied by saying that we could have video in the expo area.
 - Alok Verma added by saying that Ted Constant Center has large LCD for displaying various trade videos in a loop.

- Larry Koeck suggested that the videos having the rewards of working in shipyards should be shown.
- Vince Warren said that CATIA Simulation (CAVE) can be moved to expo area so that all students can go through the simulation activities.

11. Alok Verma discussed the sponsorship levels and contents of package for sponsors. The following additional comments were made:

- Alok Verma mentioned that he would send sponsorship package to Audrey Smallwood and Josephine Anderson.
- Josephine Anderson asked for the categorization of benefits for sponsors at different levels.
- Carol Considine suggested that for sponsorship levels we could ask companies for sponsoring lunch and give them credit on hand outs.
- Alok Verma said that we would change the booth sizes and set different levels.

12. Carol Considine discussed the guidelines for selection process of students.

The following additional comments were made:

- M. Nuns Jain suggested that we should have two separate requirements for middle & high school students and to remove 2.0 GPA requirement.
- Carol Considine said she would do the required modifications for the “Profile of students for SBRCDD” form.
- Alok Verma suggested that the decision for the 2.0 GPA requirement was taken in the pervious meeting.

13. Carol Considine discussed the revised Parent/Guardian consent form.

14. Alok Verma showed the SBRCDD Logo.

The following additional comments were made:

- The members felt that the logo used in the previous flyer with some modifications can be used.

15. Alok Verma and Ron Jerasa displayed the handouts- bag, safety glasses and hard hats.

16. Alok Verma discussed the simulation activities.

The following additional comments were made:

- Alok Verma spoke about the teachers and counselors’ meeting that was conducted at ODU on 29th May, 2007.
- Carol Considine suggested asking teachers or school to buy the simulation kits online and also download the manual from the website instead of us trying to sell them.
- Margie Kraft said she would confirm the legality issues in selling the simulation kits.
- M. Nuns Jain suggested concentrating on the weak areas in ship building industry to identify the simulation activities.
- Alok Verma said that we would focus more on two simulations, one on shipyard operations and the other on ship construction.

17. Alok Verma discussed the developments in SBRCDD website. He requested all the members to give inputs about the website. It was decided that the NSRP Cross Cut Resource Center link will be provided on the SBRCDD Website.

18. Yolanda Showers discussed the signing of contract papers from NGNN and Colonna’s.

19. Alok Verma confirmed the date of the next Technical Team Meeting on June 18, 2007.

Action Items:

1. Alok Verma to contact industry speakers for apprentice programs presentation.
2. Alok Verma and Graduate Students to modify Ted Constant Center Layout and the sponsorship levels form.
3. Alok Verma to send sponsorship package to Audrey Smallwood and Josephine Anderson for review.
4. Alok Verma and Graduate Students to modify SBRC D logo.
5. Alok Verma and Graduate Students to work on the simulation kits.
6. Carol Considine to speak with transportation coordinators of schools.
7. Carol Considine to revise "Profile of students" form.
8. Carol Considine to delete "heavy sneakers" from parent/Guardian consent form.
9. Vince Warren and Larry Koeck to give minimum space requirements, the time for each activity and power requirement.
10. Vince Warren and Larry Koeck to check on welding simulations.
11. Margie Kraft to confirm requirement for approval for delay in the completion of simulation kits.
12. Ron Jerasa to provide pictures of tour stations and new layout map of Colonnas'.
13. Ron Jerasa to coordinate layout for BAE system tour.
14. Alok Verma and Graduate Students to prepare tour layout document for Colonnas'