

General Atomics Apprenticeship Committee

Meeting Minutes

June 15, 2020

I. Call to order

Kristi Montes called to order the regular meeting of the General Atomics Apprenticeship Committee at 1430 on 06/15/2020 via conference call.

II. Roll call

The following attendees were present:

Kristi Montes, ETAP Program Manager

Steve Muir, GA Field Avionics Director

Antone Andrews, GA Training Manager

Jeff Dunagan, GA Special Projects Program Manager

Cameron Cruz, ETAP Apprentice

Frank Castanos, VVC Director of Work Programs

Veronica Nunez, Department Specialist

Terrell Jackson- ABSENT

Lilia Aguirre, VVC Coordinator of Workforce Programs

III. Action Items

- a) Approval of March 16, 2020 Minutes
- b) Approval of June 15, 2020 Agenda
- c) Approval of Wage Step Increase 1 and Program Progression for all Cohort 2 apprentices.
- d) **Motion to approve VVC electronics department certificates (Electronics Tech I and Electronics Tech II) presented by Lilia Aguirre, first Antone, seconded by Jeff, motion opened for discussion, no discussion, motion approved as presented.**
- e) Approval of written procedure- ETAP OJT Hours Tracking Process.

- i) Motion to approve Action Items a-d introduced by A. Andrews. Seconded by J. Dunagan. Motion approved.

IV. Discussion Items

- a) VVC Avionics Certificates
 - (1) J. Dunagan made recommendation to proof read document provided by VVC.
 - (2) Remarks: A. Andrews- How do the classes within each certificate fit into the Electronics Technology Associates Degree requirements?
 - (a) Electronics Tech I (20 units) Core Classes: ELCT 131, ELCT 132, ELCT 71, ELCT 73. Electives: CIS90
 - (b) Electronics Tech II (16 units) Core Classes: ELCT 133, ELCT 134. Electives: ELCT 76, ELCT 78A.
 - (3) As presented, VVC certificates meet apprenticeship requirements and will allow apprentices to continue to pursue degree completion if they so choose. Certificates are found to be necessary and valuable to Apprenticeship program.

V. Reports and Presentations

- a) Apprentice report- Cameron Cruz- OJT progress is going well. The 2 week transition between OJT 1 & 2 helped apprentices. They were able to learn equipment not used during OJT 1 but needed for OJT 2. Transition period helped the information they learned in OJT 1 make more sense.
- b) DAS Report – Terrell not present
- c) VVC Report- F. Castanos- The training center build continues. Equipment continues to be moved in and set-up. He and Lilia working on 2 models for student desk layout to be able to meet COVID safety requirements. Waiting on approval from their operations department. Awaiting laptops to be delivered so they can be imaged with necessary software needed for RSI.
 - a. Remarks: S. Muir- Would like student desk layout to accommodate 10 students as this may be a possibility in the future.
 - b. Remarks: K. Montes- How long does VVC need to enroll students in classes? F. Castanos stated 2 weeks is ideal but can be done in a shorter period if necessary.

- c. Remarks: J. Dunagan- Any issues with equipment being moved into training center so far? F. Castanos stated there have been no issues so far.
- d) GA Report- K. Montes- Training Agreement between GA and VVC signed. Bailment Agreement between GA and VVC signed and accepted. RSI 2 to begin on July 27th for Cohort 1 at VVC training Center. Cohort 4 tentatively set to begin in Fall of 2020. Technician Passdown is live on Avionics SharePoint site. Cohort 3 apprentices and Proctors trained on 06/15. Rollout to continue to other cohorts in the coming weeks. Lost 2 apprentices this quarter, F. Perez and C. Meza. One technician in Cohort 2 is currently behind in hours. Action being taken by training management.
 - a. Remarks: F. Castanos- Training Agreement to be presented to Board of Trustees in July.

VI. Next meeting will occur in September 2020. Location, date and time TBD.

VII. Adjourn Meeting- Motion introduced by S. Muir. Seconded by J. Dunagan.

- a) K. Montes adjourned the meeting at 1456
- b) Minutes submitted by: V. Nunez on 06/16/2020