

## NOC PTEC Advisory Board Committee Meeting Minutes September 28, 2018

Board members present were: David Huff, OMPA; Jeff Hicks, Continental Carbon; Vince Cain, P66; Dr. Cheryl Evans, Dr. Rae Ann Kruse, Sheri Snyder, Dr. Frankie Wood-Black, Josh Smith, and Mark Goddard.

Dr. Cheryl Evans welcomed everyone to the meeting and gave an overview of NOC activities and accomplishments. The Stillwater campus moved into a new building this semester. NOC will begin developing a new six-year strategic plan during 2018-2019. Watch for invitations to town hall meetings. NOC will install a school-wide software system in the spring. Linda Brown served for 16 years on the NOC Board of Regents and recently went off the board. Jodi Cline was sworn in during the July meeting as the newest regent. The Agriculture, Science, and Engineering division split this fall and Dr. Wood-Black is the new Division Chair for Pre-Engineering, Physical Sciences, and Process Technology. Agriculture and Biological Sciences will remain under the leadership of Tricia Moore. NOC is starting an industrial hemp program that could provide employment possibilities for PTEC graduates.

Sheri Snyder, VP for Development and Community Relations, reviewed the PTEC and Pre-Engineering handout in the committee packets. Scholarships which have been awarded have the names of the recipients listed. The PTEC program is the benefactor of an award from P66, which has donated \$76,000 over the past 6 years to support scholarships and program equipment.

Dr. Wood-Black introduced Josh Smith, a PTEC adjunct who teaches quality and operations classes. She also introduced Mark Goddard, who teaches troubleshooting. The program has other adjuncts who teach safety and instrumentation. Dr. Wood-Black stated that Josh and Mark bring a lot of stability to the program. Both have adjuncted for more than four years.

Mark Goddard described his background as a process operator for 10 years and his experience in supervisory roles. He thanked Vince Cain and P66 for taking his team to a national troubleshooting competition last spring. Mark said the team beat 23 other teams to make Top Ten.

Mark also attended a recent NAPTA Conference. He spent his time networking, attending workshops, improving his teacher skills, listening to best practices, and discussing courses with other PTEC instructors. Mark mentioned that he would like to work toward having our program nationally endorsed by NAPTA. Dr. Evans asked if the NAPTA endorsement would have accredited curriculum and Dr. Wood-Black replied that it would make the program more consistent with other nationally-certified programs. NOC currently uses seven of eight required textbooks and our students take the Capstone Test.

NOC members asked if an endorsed program would help with hiring and board members said, "Not necessarily." Employers are looking for experience and education. OMPA reiterated their need for more power, turbine, and circuit experience and offered a retiring employee who might be able to adjunct for the program.

Dr. Wood Black opened the discussion questions to the group by stating that when our students participate in mock job interviews on campus they do very well, but off-site interviews haven't resulted in employment. She asked the group to describe their interview processes and any onboard testing.

David Huff of OMPA said they expect 6 openings in the next 18 months. The last time they posted a position they had 95 candidates and hired 4. OMPA uses ApplicantPro and SparCar. SparCar is an online video interview with a computer; then the applicant moves on to a face-to-face interview with a four-person panel. OMPA moved to this system because HR is overwhelmed with applicants so interviewing has been turned into more of an IT function. David will take a resume if a candidate walks through the door. He looks for body language in the interview and encouraged applicants to always have a question to ask at the end of the interview. He believes all applicants should turn their phone off during interviews. Applicants need to read the job description and know about the position they are interviewing for.

Jeff Hicks agreed that Continental Carbon is moving their HR functions in that direction. They had 160 applicants the last time they posted a position and hired 20. He calls and talks to applicants for 30-60 minutes. He is looking for attitude and experience before they ever come on site. He is looking for people who can work in the environment. Mr. Hicks recommended doing research on the company and the position, showing passion for the job, and engaging with the panel during the interview.

Mr. Hicks said he might take an applicant to a restaurant or out for coffee then drive them around the plant. He wants to know if the applicant is excited. Dr. Evans recommended PTEC students participate in an interpersonal communication class.

Mr. Hicks recommended doing more in our resume class. Applicants might have experience but don't know how to get it across. Dr. Wood-Black asked if our students had bad resumes and all companies said that our students were better prepared than most and some of our students had the best interviews they had ever experienced.

Vince Cain from P66 said they have a three-step interview process.

1. Applicants complete a 3-hour online test. Not finishing the test equals failure.
2. The online test is validated to make sure the person who is applying is the person who completed the online test.
3. Applicants sit for a panel interview with three people. The interview is usually 45 minutes and all interviewees are ranked.

P66 uses The Targeted Selection interviewing system. The Targeted Selection interview questions give the applicant a scenario and ask how they have previously

behaved in that scenario. Vince says the questions are more technical than behavioral. He likes when employees tell a story rather than the shortest answer possible.

Vince offered to be a guest speaker and bring some HR staff to improve student resumes. Vince says to avoid one-line resumes and big gaps in employment.

All board members said that resumes are a big deal as well as appearance, confidence, and the ability to communicate. Students should create a personalized cover letter that matches the job description to accompany the resume. Cover letters don't have to be long. All companies do background check and many do hair-follicle drug testing.

Dr. Wood-Black asked about our student's troubleshooting abilities. NOC owns one license for SimTronics, which is the software used at the national competition.

The meeting was adjourned. The next meeting will be February 22, 2019, at 12 p.m.