

Minutes
Workforce Development Council Meeting
February 9, 2007

The fourth meeting of the Workforce Development Council was called to order at 3:00 PM on February 9, 2006 in the Jerry Shaw Conference Room (Goddard Tower, Room 202) at New Mexico State University, Las Cruces, New Mexico.

Members Present

Dr. Stephen P. Castillo, Dean, College of Engineering, New Mexico State University

Dr. Rudi Schoenmackers, Associate Dean for Research, Director Southwest Development Institute, College of Engineering, New Mexico State University

Dr. Patricia A. Sullivan, Assistant Dean, Development and External Relations, College of Engineering, New Mexico State University

Dr. Stephen W. Stafford, Interim Dean and Professor, College of Engineering, University of Texas at El Paso

Mr. Manny Pacillas, Assistant Dean, Advancement and Extension, College of Engineering, University of Texas at El Paso

Dr. Stephen Roach, Department of Computer Science, University of Texas at El Paso

Dr. Jerry D. Welch, Dean, Technical and Industrial Studies Division, Dona Ana Community College of New Mexico State University

Mr. Oscar A. Perez, Jr., Western Technical College and Physical Science Laboratory, New Mexico State University

Mr. Charles R. Garcia, President and CEO, NewTec

Dr. David B. Soules, Vice President, Engineering, NewTec

Mr. Vernon Diaz, Vice President, Operations, NewTec

Ms. Louise A. Wilkes, Department Manager, Human Resources, NewTec

Ms. Michele A. Villescas, Human Resources Specialist, NewTec

Workforce Development Council Meeting Minutes (Cont)

Dr. Gilbert F. Kelley, Chairman, Workforce Development Council, President and CEO, Retired, NewTec

Introduction of the Attendees and Announcements

Each member of the Council was represented except for New Mexico State at Alamogordo and the El Paso Community College. NMSU-A provided input to the meeting via e-mail.

Mr. Charles Garcia introduced Dr. Gilbert F. "Gib" Kelley as the new chairman of the Workforce Development Council.

Approval of Minutes

The minutes of the June 22, 2006 meeting were accepted with the following correction: In the Seventh Paragraph, First Sentence, "Material Test" was changed to "Survivability and Vulnerability Assessment".

Agenda

The agenda is at Attachment 1.

Information Items

The New White Sands Missile Range (WSMR) Mission Support Contract: Gib Kelley reviewed information regarding the new contract. The duration is ten years with all contract options. The contract start was December 1, 2006 and will run until November 30, 2016. The scope of the contract includes operation, maintenance, and engineering design of instrumentation, support for field and laboratory testing, operation and maintenance of major test facilities, and other engineering development services. NewTec support essentially remains unchanged except for the deletion of Environmental Services support.

Update on the Workforce Development Council Team: The NewTec joint venture partners remain the same: Computer Sciences Corporation, Lockheed Martin, TRAX

Workforce Development Council Meeting Minutes (Cont)

International, and Northrop Grumman. Two new subcontractors to NewTec were added: Westech International, a woman-owned, HUBZone Certified, small disadvantaged business headquartered in Albuquerque, and Miratek International Technology Consulting Group, a small business, headquartered in El Paso. Westech and Miratek both specialize in information technology and engineering support. In addition to these two subcontractors, Syndetix, a spin off from Physical Science Laboratory in 1985, headquartered in Las Cruces, remains as our subcontractor for support to the WSMR Survivability and Vulnerability Assessment Directorate. Syndetix specializes in analog and digital systems design, radio frequency component and systems design, mechanical system design and fabrication, and software design and development.

In addition to our subcontractors and joint venture partners, NewTec has teaming agreements with Science Application International Corporation (SAIC) headquartered in San Diego, California, and 3D Research Corporation headquartered in Huntsville, Alabama. Both are leaders in research and development and weapon systems test and evaluation. SAIC and 3D Research, along with NewTec, Computer Sciences Corporation, Lockheed Martin, and Northrop Grumman, are major players in supporting the Army's largest, most complex weapon systems development and test program, Future Combat Systems (FCS). Test and evaluation of FCS is in progress at White Sands Missile Range.

Gib reported that all of the above are "Resource Partners" within the Workforce Development Council through the extension of NewTec's "Reach Back" capability, i.e., the capability to share resources with its partners to support NewTec's mission.

Gib reiterated that all of the Workforce Development Council members are resource partners through our cooperative agreements. Formal members of the WDC now include the University of Texas at El Paso, New Mexico State University, Doña Ana Community College, El Paso Community College, New Mexico State University at Alamogordo, and Western Technical College.

Cooperative Students Currently Employed at NewTec: Gib updated the Council on the co-op students currently employed by NewTec. There are currently four co-op students employed. All are from UTEP, major in electrical engineering, and are in positions supporting the WSMR Survivability and Vulnerability Assessment Directorate. The position description and additional details are included in briefing charts at Attachment 2. The most recent co-op student was hired in October 2006. Another NewTec co-op student, who just graduated in December 2006, took employment with NewTec as an Electrical Engineer in February 2007. Also, another recent NewTec co-op

Workforce Development Council Meeting Minutes (Cont)

student, graduated from NMSU in May 2006, and took employment with NewTec. The workforce development effort is working.

NewTec Employment Needs: Gib reviewed NewTec's employment needs. Project and systems engineers are often needed. These can be electrical or mechanical engineers or engineers in related disciplines with experience in systems engineering. We have recurring needs for engineers who are software specialists. In the technology areas, we have continuing need for technicians to fill positions in mechanical, electronic, frequency monitoring, telecommunications, and radar technician disciplines. The experience levels run from entry level to specialist technicians, the advanced level. In addition, we welcome more co-op students.

Greater Need for Electronic Technology AAS Graduates: Dr. Debra Teachman, with New Mexico State University at Alamogordo, passed along the information that new data came out in a New Mexico study which indicate a surge in need for AAS graduates in Electronic Technology. This will make it easier to obtain New Mexico Workforce Investment Act funding for subsidizing tuition and other educational expenses for students who meet certain needs criteria and are interested in training for work in this area. This should help increase NMSU-A enrollment in the Engineering Technology degree program with the subsequent benefit to NewTec.

NewTec's Attendance at NMSU Career Fair is a Win-Win for WTC Graduate and NewTec: A student at Western Technical College had made contact with NewTec through his attendance at the NMSU Career Fair. He graduated in December 2006 with the degree Associates of Occupational Studies in Microcomputer Technology with a specialty in Electronics Technology. His GPA was 3.87. He subsequently applied to NewTec for employment and was interviewed by several NewTec departments including Optics, Radar, Telemetry and Timing, and Engineering. He was selected for employment in Engineering as an electronic technician with a start date of January 22, 2007.

Activities Since Last Meeting

Gib gave an overview of NewTec's activities since the last meeting. His charts are included at Attachment 2.

International Foundation for Telemetry Awards \$6,000 in Scholarship Funds to UTEP: The IFT awarded the scholarship funds on behalf of Charles Garcia in gratitude for his services as Chairman of the 2006 International Telemetry Conference held in San Diego in October 2006.

Workforce Development Council Meeting Minutes (Cont)

NewTec Donates \$600 to the NMSU IEEE Student Chapter: NewTec supported the NMSU student IEEE chapter in their effort to raise funds to attend the Region 5 IEEE student conference in Lafayette, Arkansas. The conference included a robotics competition, an electronics design competition, and a research paper competition. Our \$600 donation was used to help defray the cost of preparation materials and the cost of travel and lodging. The request to NewTec was made through the IEEE student chapter president, Mr. Enrique Irigoyen, and the NMSU IEEE Faculty Advisor, Dr. Russ Jedlicka.

NewTec Supports Doña Ana Community College Application for USDOL Community Based Training Funding: NewTec supported the DACC preparation of a USDOL Community-Based Job Training Grant proposal. The grant proposal included funds for the development of specialized training programs targeting the local needs of manufacturing, high technology, and aerospace related industries. Our contact was Dr. Margie Huerta, Campus Executive Officer, DACC.

NewTec Supports UTEP Application for Technology Workforce Development Grant: UTEP teamed with NewTec in their proposal for a grant to the Technology Workforce Development Grants Program through the Texas Engineering and Technical Consortium. UTEP was awarded over \$280,000 to support their program to increase the number of students graduating in Computer Science. This will be beneficial to both UTEP and NewTec. Our contact is Dr. Ann Gates, chair of the UTEP Computer Science Department.

Curriculum Reviews: NewTec supported the Doña Ana Community College 2007 Curriculum Advisory Board for Technical and Industrial Technology in January 2007. The meeting of the Curriculum Advisory Board was extremely beneficial to all the participants. Our discussions highlighted the great demands we put on our community colleges and the importance of cooperative efforts with the industries they support such as their advisory board and the Workforce Development Council.

Outreach to High School/Middle School/Elementary School Students: NewTec supported Career Days with guest speakers at the Sun Ridge Middle School in El Paso and the White Sands Middle School at the White Sands Missile Range. The Las Cruces Public School System has designated the White Sands Middle School as a magnet academy for aerospace technology. NewTec also supported the Science Fair and the Science Museum during the Science, Mathematics, and Engineering Week at the White Sands Missile Range Middle School and Elementary School with engineering demonstrations for the Science Museum and judges for the Science Fair.

Workforce Development Council Meeting Minutes (Cont)

Other Events That Will Be Tracked As They Happen: Gib mentioned that, in addition to the kinds of events described above, we will also track sharing of resources events such as guest speakers, and tours or visits among the resource partners. NewTec is available to support. Please just ask.

Action Items from the Last Meeting

WDC Website Development: Gib reported that the site was nearing completion. The address will be www.newtecllc.com/wdc/about_newtec.htm The NewTec company website, www.newtecllc.com/careers, contains the list of job openings and their respective position descriptions for your reference. An example of a list of the NewTec position openings from the website is included at Attachment 3.

Develop Access to Alumni Interested in Employment Opportunities: The Council agreed that this action item should be dropped because the normal career services' function for each institution will suffice.

New Topics for Action/Discussion

Award of NewTec Sponsored Scholarships to UTEP and NMSU: The teaming agreements between NewTec and NMSU and UTEP respectively specify that NewTec will award each university \$10,000 annually for scholarships.

The scholarship amount of \$10,000 for UTEP was presented to Dr. Steve Stafford, the UTEP Interim Dean of Engineering, on December 21, 2006. Actions still outstanding include the development of an agreement between NewTec and UTEP which formalizes the scholarship award process. During the meeting, Professor Manny Pacillas was designated as the UTEP contact for formalization of the scholarship award process. Gib will work with Manny to develop the process by which the NewTec funds enter the UTEP scholarship fund and the opportunities for NewTec to interact with the UTEP student recipients.

The scholarship amount of \$10,000 for NMSU was presented to Dr. Steve Castillo, the NMSU Dean of Engineering, on December 20, 2006. Actions still outstanding include determination of the date and/or event at which the scholarship funding will be presented each year and definition of NewTec's opportunities for interaction with the student recipients. The process will be in accordance with a mutually agreed to procedure.

Workforce Development Council Meeting Minutes (Cont)

During the meeting, Dr. Patricia Sullivan was designated as the NMSU contact to flesh out the procedure for award of the annual scholarship.

Elements of the award process for the NewTec sponsored scholarship should include consideration of the recruiting needs of NewTec. NewTec anticipates that most or all of the scholarship funds will be used for engineering students. NewTec also anticipates that the award process will include the opportunity for NewTec professionals to interact and mentor the student beneficiaries.

Award of NewTec Sponsored Funding for Design Projects and/or Laboratory Funding: The teaming agreements between NMSU and UTEP commits NewTec to spending as much as \$15,000 per year to fund expenses associated with the following:

- Sponsorship of senior design projects

- Sponsorship of graduate/faculty research projects/fellowships

- Sponsorship of laboratories

Candidate projects have not yet been identified for allocation of these funds. Dr. Patricia Sullivan and Professor Manny Pacillas were designated as contacts for NMSU and UTEP respectively to flesh out the designation and award process. Dr. David Soules, NewTec's Vice President for Engineering, took an action item to suggest some engineering design topics of interest to WSMR and NewTec that would be suitable for student/faculty support and NewTec funding. The respective universities are welcome to suggest projects for funding as well.

Action Item: Suggest Engineering Design Topics for NMSU and UTEP Consideration – Dr. David Soules/NewTec

Addition of White Sands Missile Range as a Member of the Workforce Development Council: NewTec suggested that, because the recruitment needs of NewTec and White Sands Missile are very similar, it may be advantageous for WSMR to become a member. All the council members agreed that WSMR should be offered the opportunity to become a member.

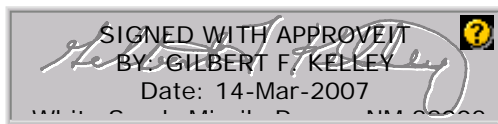
Date, Location, and Time for the Next Meeting

Workforce Development Council Meeting Minutes (Cont)

The members agreed that the next meeting will be held at the University of Texas at El Paso campus in April. A specific location, date, and time will be determined.

There being no further business to discuss, the Workforce Development Council adjourned at 4:15 PM.

Respectfully submitted,

A digital signature box containing the text "SIGNED WITH APPROVE/IT BY: GILBERT F. KELLEY Date: 14-Mar-2007" and a yellow question mark icon. A handwritten signature is visible over the text.

Gilbert F. Kelley
Chairman

Attachments

1. Agenda
2. Dr. Kelley's Briefing Charts
3. An Example of NewTec's Website (Position Openings)

2/5/07

Agenda for February 9, 2007 Workforce Development Council Meeting
3:00 PM - 4:00 PM, Jerry Shaw Conference Room (Goddard Tower, Rm 202)
New Mexico State University, Las Cruces, New Mexico

- Introduction of Attendees and Sign In
- Introduction of Gib Kelley as New WDC Chairman – Charlie Garcia
- Review of Meeting Agenda – All
- Review and Approval of Minutes from June 22, 2006 Meeting – Members
 - Note Recent Correction from Original Set (In 7th paragraph, change “Material Test Directorate” to “Survivability and Vulnerability Directorate”)
- Information Items
 - Our Team Wins – Kelley
 - Update on The Workforce Development Council Team - Kelley
 - Update on Cooperative Students Currently Employed at NewTec
 - NewTec’s Employment Needs – Kelley
- Activities Since Last Meeting
 - International Foundation for Telemetry Awarded \$6,000 in Scholarship Funds to UTEP on Behalf of Charles Garcia, Chairman of the 2006 International Telemetry Conference (10/26/06)
 - Donated \$600 to NMSU Student IEEE Chapter (9/26/06)
 - Supported DACC Application for USDOL Community-Based Job Training Grant (8/24/06)
 - Supported UTEP Application to the Technology Workforce Development Grant Program to Produce More Graduates in Computer Science (6/28/06)

2/5/07

Agenda for February 9, 2007 Workforce Development Council Meeting
(Continued)

- Served on the 2007 Curriculum Advisory Board for the Technical and Industrial Technology of Doña Ana Community College – Las Cruces (1/26/07)
- High School/Middle School/Elementary School Visits
 - Sun Ridge Middle School Career Day – El Paso (11/16/06)
 - White Sands Middle School Career Day – WSMR (12/5/06)
 - White Sands Elementary and Middle School Science Fair – WSMR (12/7/06)
- Other Events That Will Be Tracked As They Happen
 - Guest Speakers
 - Tours/Visits to NewTec
- Action Items from Last Meeting
 - WDC Web Site Development – Dan Lopez
 - Develop Access to Alumni Interested in Employment Opportunities (Process, POC) - All
- Review of New Action Items
 - Determine Process for Award of NewTec Sponsored Scholarships (Events, Schedule, POC) – Kelley/All
 - Determine Process for Award of NewTec Funding for Expenses Associated with Senior Design Projects, Research Projects (Graduate Students/Faculty), and/or Laboratories (Events, Schedule, POC) – Kelley/All
 - Consider Adding White Sands Missile Range as Member – Kelley/All

2/5/07

Agenda for February 9, 2007 Workforce Development Council Meeting
(Continued)

- Anything Else?
- Date, Location, and Time for Next Meeting - All

Our Team Wins!

- **Contract Duration: 10 Years with all Options
(December 1, 2006 – November 30, 2016)**
- **Scope: Mission Support Services at White Sands
Missile Range**
 - **Operation, Maintenance, and Engineering Design of
Instrumentation**
 - **Support for Field and Laboratory Testing**
 - **Operation and Maintenance of Major Test Facilities**
 - **Other Developmental Engineering Services**

Update on the Workforce Development Council Team

- **NewTec's Joint Venture Partners**
 - **Computer Sciences Corporation**
 - **Lockheed Martin**
 - **TRAX International**
 - **Northrop Grumman**

- **NewTec's Subcontractors**
 - **Syndetix, Incorporated (Nuclear Effects Testing)**
 - **Westech, International (Various)**
 - **Miratek International Technology Consulting Group**

Update on the Workforce Development Council Team (Continued)

- **Resource Partners (Teaming Agreements)**
 - **SAIC**
 - **3D Research Corporation**
 - **Members of the Workforce Development Council**

Update on the Workforce Development Council Team (Continued)

- **Resource Partners (Continued)**
 - **Members of the Workforce Development Council**
 - **New Mexico State University**
 - **Dona Ana Community College**
 - **New Mexico State University at Alamogordo**
 - **University of Texas at El Paso**
 - **El Paso Community College**
 - **Western Technical College**



NewTec Co-Op Students

<u>Name</u>	<u>University</u>	<u>Major</u>	<u>Graduation Date</u>	<u>Working Part Time or Full Time</u>	<u>Position</u>
Jaclyn Apodoca	UTEP	EE	May 2007	Part Time @ 20 Hours/Week	**
Nadia Cobos	UTEP	EE	May 2008	Full Time during Breaks, Not Part Time Otherwise	**
Jose Delgado	UTEP	EE	Dec 2006	Graduated*	**
Gabriel Gutierrez	UTEP	EE	May 2008	Full Time during Breaks, Not Part Time Otherwise	**
David Swanson	UTEP	EE	May 2007	Part Time @ 20 Hours/Week	**

All are attending classes full time.

All are salaried at \$12 per hour.

*Jose applied for an Electrical Engineering Position and was accepted 2/5/07.

**Electromagnetic and Nuclear Engineering Co-Op Test Support (See Position Description).

NewTec Employment Needs

- **Project Engineers**
- **Systems Engineers**
- **Software Engineers**
- **Technicians (C, B, A, Specialist)**
 - **Electronic**
 - **RTASSC Electronic**
 - **Frequency Monitoring**
 - **Telecommunications**
 - **Mechanical**
- **Co-Op Students**
 - **Electromagnetic & Nuclear Engineering Co-Op Test Support**

Activities Since Last Meeting

- **IFT Awards \$6,000 in Scholarship Funds to UTEP**
 - **On Behalf of Charles Garcia, Chairman of the 2006 International Telemetry Conference (10/26/06)**
- **NewTec Donates \$600 to NMSU IEEE Student Chapter**
- **NewTec Supports DACC Application for USDOL Community Based Training Grant**
- **NewTec Supports UTEP Application for Technology Workforce Development Grant (8/24/06)**
 - **Produce More Graduates in Computer Science (6/28//06)**

Activities Since Last Meeting (Cont)

- **Curriculum Reviews**
 - **Supported DACC 2007 Curriculum Advisory Board for Technical and Industrial Technology (1/26/07)**

- **Out Reach to High School/Middle School/Elementary**
 - **Sun Ridge Middle School Career Day – El Paso (11/16/06)**
 - **White Sands Middle School Career Day – WSMR (12/5/06)**
 - **White Sands Elementary and Middle School Science Fair – WSMR (12/7/06)**

- **Other Events That Will Be Tracked As They Happen**
 - **Guest Speakers**
 - **Tours/Visits to NewTec**
 - **Just Ask**

Action Items from Last Meeting

- **WDC Site Development**
 - www.newtecllc.com/wdc/about_newtec.htm
- **Develop Access to Alumni Interested in Employment Opportunities**

Review of New Action Items

- **Determine Process for Award of NewTec Sponsored Scholarships to UTEP and NMSU - \$10,000 Annually**
 - **Ad Hoc Meetings**
 - **Check Presented**
 - **Formalize Points of Contact**
 - **Next Step?**

Review of New Action Items (Cont)

- **Determine Process for Award of NewTec Funding to NMSU and UTEP for Expenses for Projects/Laboratories - \$15,000 Annually**
 - **Senior Design Projects**
 - **Research Projects (Graduate Students/Faculty)**
 - **and/or Laboratories**
 - **Ad Hoc Meetings**
 - **Formalize Points of Contact**
 - **Next Step?**

Review of New Action Items (Cont)

- **Consider Adding White Sands Missile Range as Member of WDC?**
- **Anything Else?**

Next WDC Meeting

- **Date: Quarterly, Next in April**
- **Place: At UTEP, Alternates between NMSU and UTEP**
- **Time: To Be Determined**