

10/13/2020

**To:** Mr. Tauvela Fale  
Executive Director, Institutional Effectiveness

**From:** Frederick R. Suisala  
Program Director, Trade & Technical Department

## TTD Daily Operations:

- Daily administrative tasks.
- Requesting and retrieving quotes from vendors.
- Follow up on orders with procurement.
- Assist procurement with orders.
- Attend Meetings.

## TTD Traditional Degree Programs:

- Submit a request to Traverse PC Land Surveying Company for licenses for the CET program. Request was granted with free Traverse PC Software license received. Install Traverse PC Land Surveying Software to CET Instructors laptop, Instructors PC and nine computers in B-18 classroom for CET students.
- A request was received from an instructor of the Science Department for an ArcGIS software for their mapping instructions. TTD released one license to MIS for installation. Installation completed.
- Conduct departmental monthly meeting on September 30, 2020.
- Inspection of the condemned classrooms ATL-C and ATL-D were carried out by PFM Officer and TTD Program Director to assess options in moving forward.
- A decision was made by PFM Officer and TTD Program Director to convert two workshops into classrooms to replace ATL-C and ATL-D that were condemned due to damages. These converted classrooms should seat 12 to 15 students. This is the ideal average size for trade courses due to the inclusion of safety protocols of lab activities. Constructions to commence after the Science Building renovations. Targeted to be occupied by Spring Semester 2021.
- A sink was finally installed in the Ladies Restroom.

## Apprenticeship and Workforce Development (AWD) Fall Session Program 2020:

- **AWD Fall 10-Week Session Underway: September 21, - November 25, 2020**

Courses:		Enrolment:
○ ADT 860:	Advanced AutoCAD	8
○ AST 805:	Automotive Braking System	17
○ CET 860:	Land Surveying III	6
○ CON 830:	Construction III	19
○ ETP 840:	Residential House Wiring	27
○ ICT 801:	Fundamental Computer Skills	16
○ ICT 860:	Networking II	19
○ OSH 800:	OSHA 30HR. Construction	<u>13</u>
<b>Total Enrolment</b>		<b>125</b>

## **Trade & Technical Department**

### **➤ AWD/AAI Public Partners/Sponsors/Employers:**

- ASCC
- ASDOE
- ASPA
- ASTCA
- DOC
- DPW
- LBJ

### **➤ AWD/AAI Private Partners/Sponsors/Employers:**

- Bluesky
- Fletcher Construction
- LDS Facility and Maintenance
- GHC Reid Company
- McConnell Dowel Limited
- Nana's Construction
- NCS Technologies
- Neil's ACE Hardware
- Samoa Marketing
- Samoa Motors
- Starkist Samoa
- Tri-Marine
- Independent Participants

### **Outstanding Issues:**

#### **TTD Facilities:**

- Parking Lot Striping
- Driveway rehabilitation: Job Order submitted 9/04/19.
- Door between ATL-B and Welding classroom replacement (recent replacement door is termite infested before job was completed)
- Roof leakage: Pending MAP application.

#### **Outstanding Disposal of Assets;**

- 1989 Ford Truck (non-operable)
- Bend Pak Vehicle Hoist (needs repair)
- Stand-alone drill press (non-operational)
- Stand-alone grinder (non-operational)
- Brake lathe (received a new unit for replacement)
- Brake lathe (needs repair)
- Tire machine (missing parts)

#### **Challenges:**

- Textbook Orders not received for the last two semesters.
- Identifying an Electronic Instructor. Recruitment was advertised twice with no candidates.
- Adjunct positions to be re-advertised until positions are filled.