

**Greater Houston Energy Collaborative (GHEC)  
Workforce Committee  
Planning Team**

**Meeting Minutes**

**May 30, 2007  
12:00 – 1:30 P.M.  
GHP Conference Room**

- |  |  |
|--|--|
| I. Opening and Introductions           | Attendees: Monte K., Terri D-O'R., Elaine B., Magen M., Nancy T., Larry M., and Kristina H. (Michael M. and Charles C. not available).   |
| II. Minutes May 16, 2007               | Reviewed and approved  |
| III. Sub-Committee Updates             |  |
| 1. Current Programs & Practices (TBD)  | 1. Kristina provided update that team has completed the combined contact lists for GHEEC and GHEC as well as standard metrics mapping. Template is complete for education. Several questions remain for joint discussion during co-chair meeting. Committee recommended that working team consider having one company and one school complete the template and provide feedback before distributing widely.  |
| 2. Communications/Outreach (Terri)     |  |
| 3. New Opportunities/Calendar (Elaine) | 2. Website mini-team established to draft plan for action. Team reviewed key stakeholder list and recommended focusing on students, parents and teachers in 2007. Committee concurred. Communication plan started during meeting. Need to establish slogan/tag line and review with GHP/H-GAC marketing teams. Some concerns over Keep the Energy in Houston vs. The Energy's in Houston. Team is looking for ideas. Trademarks and url's will be difficult. |

**Greater Houston Energy Collaborative (GHEC)  
Workforce Committee  
Planning Team**

- 3. New GHEEC members incorporated into team. Reviewed strategy and discussed standardizing program success metrics. Team recommended using GHEEC calendar and committee agreed. Due to low turn out from industry, Dick will be calling members who committed to attend.
- IV. Energy Leaders Roundtable
  - 1. Industry discussion and review required.
- V. New Business
  - 1. GHEC and GHEEC coming together. Discuss early assessment of merger. (Monte)
  - 2. GHEC Executive Meeting and Year End Event (Monte)
  - 3. Planning Team and Working Team Membership (Discussion)
  - 4. Grant Opportunities (Discussion)
  - 5. Career Readiness Certificate
- 1. Discussion about attendance at meeting – small vs. large companies and 15 vs. 30 participants. Nancy and Monte to continue to develop concepts.
- 1. All members of GHEEC except Nancy S. have been incorporated into working teams. GHEEC calendar to be populated by teams with future events.
- 2. Due to scheduling conflicts (higher priorities) the year end event will be moving to 1<sup>st</sup> Qtr in 2008.
- 3. Additional members need to be added from across the industry and other ISD/Community Colleges.
- 4. Delayed full discussion until next meeting. Nancy will continue to send grant opportunity notices to co-chairs and members as appropriate.
- 5. Larry M. presented Work Keys information. Elaine B. provided material as presented. A concern about mixing technical and soft skills in assessment was discussed. Also, Elaine mentioned that she didn't Rodney was supportive of Work Keys. Nancy agreed to discuss with him and report back.
- VI. Forward Calendar Review
  - 1. June 26 – WF Committee Mtg.
  - 2. Next Planning Team Mtg.
- 1. Meeting to be held at GHP – Need new date – will the 25<sup>th</sup> work? Working teams need to provide updates/slides to Monte to be

**Greater Houston Energy Collaborative (GHEC)  
Workforce Committee  
Planning Team**

- included in committee report out.
- 2. Terri to invite co-chairs to next planning meeting June 13<sup>th</sup> which will be a BYOBB meeting. Nancy will bring dessert. Same time slot same location.

VII. Action Items

1. Review Action Items
2. Adjourn

Action Items:

1. Nancy will be calling additional industry companies to introduce committee and discuss participation.
2. Elaine B. will be bringing 2 Teacher Externs to next meeting.
3. Monte to talk with Lane and NDEP team to see if they might be interested in joining forces.
4. Meeting on June 13<sup>th</sup> will focus on working teams' questions and discussing overlaps/role clarity. Monte and Nancy will draft agenda.
5. Review GHP EC Work Plan document and provide Monte with comments – this is a confidential document.

Meeting adjourned.

Agenda topics for next meeting to be emailed to [Nancy.Tootle@H-GAC.com](mailto:Nancy.Tootle@H-GAC.com)