



When: Tuesday 15 February 2011, 9:00 AM – 11:00 AM

In attendance via ConnectPro:

Yvonne Chase, PNCECE
Ryan Davis, RETC
Karen DeVenaro, SCL
Mark Fischer, WDVA
Kathryn Fredericks, RETC
Bob Guenther, IBEW Local 77
Alan Hardcastle, WSU
Melanie Hayes, Avista
Barbara Hins-Turner, PNCECE
Jamie Krause, PNCECE
Peter McKenny, Gonzaga
Tom McLaughlin, CAMPS
Troy Nutter, PSE
Vicki Oakerman, Centralia College
Shane Pacini, Avista
Kairie Pierce, WSLC
Diane Quincy, Avista
Colin Sorensen, West Camp
David Sorensen, WestCamp
Sally Zeiger Hanson, WSU

Call to Order and Introductions, Troy Nutter, PSE

Troy called the meeting to order and discussed ConnectPro etiquette. Jamie conducted a roll call. Some people had difficulties with the call-in number provided, which were resolved.

Adoption of January 2011 Minutes (Action Item)

The January 2011 minutes were adopted without revisions.

Grant Principal Investigator Update, Barbara Hins-Turner

Bellwether Update – Barbara said the Bellwether competition was an amazing experience. Even though we didn't win the top award, we have a plaque for being nominated. We came away with a lot of learning. The winner, Houston Community College won in the Workforce Development category, which was where Centralia College was competing. She said they had an amazing project. The title was Exporting Houston Community College. A lot of information and tips were received. The team was Dr. James Walton, Troy Nutter, Don Guillot, Jamie Krause, Bob Guenther, Alan Hardcastle, and Barbara Hins-Turner. Barbara suggested we do some strategic planning about next steps if we are serious about looking to go international.

Newsletter – Barbara said that "Smart Energy" the inaugural newsletter for the PNCECE went out in January. She is anxious to hear any feedback. Russ Money from Centralia College did all the previous newsletters for the Center of Excellence in the past and Hal Calbom helped with this one. The

distribution will be the Workforce Development Councils, State Board for Community and Technical Colleges, Industry, Labor, Legislature staff, and all of the invitees for the summit. The PNCECE would like to do a quarterly newsletter, but it may not be printed every time. Barbara is requesting pictures on facilities, generation, distribution, etc. Troy suggested uploading to SharePoint and Yvonne will retrieve.

Dave Sorenson asked about newsletters going to Idaho National Laboratory. Dave will send contact information to Yvonne for mailing.

Diane asked about the key people on the NEET team receiving the newsletter. She is also trying to connect Hal Calbom with their foreman for the next newsletter. Shane asked for Melanie Hayes to have access to Sharepoint. A password is being set-up for Melanie to have access.

DOL SGA Update – Barbara said that Community Colleges are developing a proposal in response to the recent U.S. Department of Labor Solicitation for Grant Applications (SGA) as a consortium. Paula Boyum from Bellevue College along with Bellevue's Center of Excellence for Information Technology is taking the lead on the application. The proposal will have an IT focus as it applies to four growth industry sectors-with Centers of Excellence at the core. The selected sectors are global health, advanced materials manufacturing, energy, and aerospace. That is the current concept. We have had several meetings to lay the ground work for that. Anyone interested in helping, please let Barbara know. Dave Sorenson asked if someone in Washington DC is familiar with this. Barbara said this came from DOL so she is assuming they know. Dave said he has a connection within DOL and would be happy to contact her. BHT welcomed the connection. Barbara said they may apply for up to \$20M. Incremental Systems and Clark College are interested in partnering, as well. Barbara said there is more to come and she will keep you updated. Diane Quincy said there have been some questions at Avista regarding IT training, could have someone talk about their training needs. Barbara welcomed the connection.

Legislative Mixer – This is a first year event that Washington State's ten Centers of Excellence have talked about doing for some time. The mixer is scheduled for March 24th, 6-8 pm at the state Capital. Barbara suggested that everyone invite their governmental affairs legislative connections. There will be many handouts available showcasing the different COEs along with appetizers, light refreshments, etc. The purpose of the mixer is to raise the awareness for the COEs with our legislators. To accommodate those that have to travel, we could have the Governance Board meeting on the same day at the WSLC.

Alan asked about who we want to come to this mixer, especially those who are related to energy. Barbara said to feel free to invite those you believe would benefit from the gathering. Bob Guenther would have more insight who to target for an invitation. Barbara will follow-up with Bob. If you know of anyone we should be working with, let Barbara know.

Diane said that if there is a priority message we are trying to get across, please let them know. Could there be brief success stories from the COEs? Barbara will connect with the other COEs about this possibility. She suggested the Summit flag raising video to start off the mixer. Also, Barbara is putting a briefer together with quotes from industry partners for handouts.

Steering Committee for DOE Workshop – This meeting is scheduled for the 7th - 8th of June at the Doubletree in Annapolis, MD. Those invited are the recipients from the DOE issued grants. We are one of three, out of 52 grant funded projects and the only community college selected to serve on the steering committee. Deborah Butterbaugh called us a demonstration project. Barbara discussed the handout on the SMART Grid Workforce Development document that the COE submitted to the DOE for the NETL website.

The Evergreen Jobs Leadership team is sponsoring an event sometime in May. They are asking for more information on what is going on in state and how these energy related projects can be leveraged. They plan on bringing in all recipients and talk about their projects, challenges, and how they are going. Barbara suggested Alan Hardcastle as a moderator.

Barbara suggested the next Education Taskforce meeting be held in Spokane. Avista offered to look for a location for the next meeting.

Communications Plan & Website, Ryan Davis

Ryan showed the board a draft of the website and mentioned that it is missing some content. He relayed that some have submitted data. Need more photos of people or multi-media focusing on workforce. Need a release form to let us use corporate logos, a description of each partner organization, and the link to the site that will result from clicking on each logo. He suggested that the link submitted go to a particular subsection of the other sites so the user doesn't have to search for data the link pertains to. He noted we hope to be live by the end of the month. A template will be sent out for content submission.

Hal Calbom has submitted a draft of the communication plan and has reviewed everyone's work plan. We will have a formal communication plan for the Governance Board to approve next month. If you have communication departments please let them know so we can connect with them. Alan Hardcastle asked to redistribute the release form. Dave Sorensen asked if we are planning any short videos. Ryan said there will be a YouTube channel available. The communication plan will be sent to the Governance Board for review and posted on the SharePoint.

Project Manager Update, Jamie Krause

Curriculum Development Subcommittee – Jamie relayed that the sub-committee was passed out of the Education Taskforce and the first meeting has been held. Jamie thanked everyone for making the trip to Centralia College. Avista, PNNL, Centralia City Light, Chemeketa, and PSU were in attendance. Avista came prepared with a list of courses that were identified as having an impact on Smart Grid technology. There is an urgency to move forward. They agreed on a methodology and two members have agreed to serve as co-chairs, Jay Pickett, Centralia City Light and Bob Topping from Chemeketa Community College. The next meeting will be in Spokane, March 17th. If Avista has any ideas on where to meet in Spokane it would be appreciated. Shane added that they left with a good feeling, a plan to move forward, and was pleased with the outcome.

Match Standards follow-up from January meeting – Jamie conveyed that at the last meeting match standards were distributed. Some are using their own customized rates. She asked for feedback and didn't hear anything. If you have any input, please let Jamie know. If there isn't any change Jamie requested that the Governance Board adopt the standards submitted. ***Troy moved to the motion to adoption of the standards. Kairie Pierce and Tom McLaughlin moved and seconded and the motion was approved with no discussion.***

Personnel Changes – Jamie commented that the grant has had a personnel change on our staff. Ann Ward is no longer on this project. Vicki Oakerman will assist in the fiscal reporting. She has sent out an email asking for invoices and fiscal information to be submitted to her. The reports are still on the same timeframe. Vicki was involved in the original budget submission and the Center of Excellence feels that we are in good hands. Barbara Hins-Turner thanked Vicki and said she has been part of the COE team from the beginning. Vicki thanked everyone for the kind words.

Quarterly Reports – Jamie thanked everyone for submitting their reports on time, as a result, the quarterly report to DOE was submitted on time. The next due date will be March 31st for quarterly report narratives. This will allow us to put the documents together smoothly. Please continue to submit

pictures to add to the quarterly narrative. At the request of the Governance Board, the first and second quarter narrative submitted to DOE have been posted to the SharePoint for all to review.

PSU Project Proposal – As a result of Gonzaga’s request to withdraw from the Smart Grid funding, we are requesting the Portland State University (PSU) step in to fulfill their work plan. We have received the first draft of PSU’s work plan and we are reviewing at this time to assure that much of the work from Gonzaga is captured with PSU. Barbara has been working with Jeff Hammarlund from PSU for some time and a plan is getting close to being submitted to the Governance Board for review. Barbara said that we really need the four year connect. PSU has a strong Engineering program and Jeff has done a lot of work around the Smart Grid. We are proposing to move the money designated to Gonzaga to PSU but need approval from Governance Board. Jamie asked if the Governance Board is okay with moving this forward? This is the same role and same amount of money that Gonzaga had. Peter McKenny from Gonzaga said that he would be fine with that. Troy suggested getting the PSU work plan out to everyone for review and the Governance Board can vote via email if necessary. Barbara mentioned that PSU’s work plan will be in their own context and not necessarily that of Gonzaga. Alan Hardcastle asked about WSU Steps grant. He suggested that Anjan Bose, may be useful and possibly a good fit to help pick-up some of Gonzaga’s work plan that PSU isn’t able to. Barbara said that there is no intention of changing the scope, PSU was originally submitted as a companion to the Smart Grid grant. PSU was not funded whereas the COE was. There has always been that synergy to work together. Their role was always to connect with the four year universities. Troy asked to send out the work plan and plan for a teleconference a few days later.

Financial Update, Jamie Krause and Vicki Oakerman

Contract Status and Fiscal Summary – Vicki Oakerman reviewed the fiscal report with the committee. She noted that the date should be 2011 instead of 2010 at the top of the fiscal document she submitted. She asked that everyone continue to submit their match. Very few submission for match were received for January. Troy Nutter said that he appreciates the clear and precise report Vicki has done.

Career Lattice Update, Alan Hardcastle

Alan Hardcastle gave the Governance Board an update on the Career Lattice. He said they have interviewed 18-19 individuals from lead utility partners, to include Centralia City Light, Avista, PSE, and many more. He needs more outreach to other states. He has interviewed with PGE and Oregon Energy Trust. He is looking for more cooperation with NW Energy and Idaho Power. Progress is being made. Alan also mentioned that he has had some difficulties coordinating with BPA and PacifiCorp. The demand side is covered. They are finding that none of the utilities employ an Resource Conservation Manager training program. The quality of information is good, finding some trends regarding the supply and demand side. Cascadia and Edmonds have made great progress on the collection of those education programs aligned with target occupations for the first 4 states. I was suggested that the programs have a live hot link that goes directly to the training providers and then further into the matrix. They have tried to make a direct link to the program but are discovering gaps in some occupations. Ron Wheadon and Alison Pugh will be doing the outreach on the programs collected in states outside Washington and establishing how each program crosswalks within the framework. Alan said the goal is to have input from Ed taskforce before meeting in March. Once we figure out the best design for the lattice, there could be a drop down menu, a selection available about the general description of the job, and hot links that will take the user directly to the description of the program. Request to talk to Ryan Davis to build a web utility for a more user friendly web program. Alan is trying to have as much done before the end of this month.

Dave Sorenson doesn’t serve all of Idaho. He asked if we are excluding Rocky Mountain power? Barbara said no. All of the utilities that fall under Pacific Corp have not been responsive. She suggested that if you have contacts inside Rocky Mountain Power please let us know. Dave

Sorensen said that Carol Hunter from Rocky Mountain Power said they are in a “wait and see mode” because their rate approval structure would have to come out of corporate profits. Would have to show a demonstration. Maybe have someone represent their interest. Dave will follow-up.

Diane said that one of the key jobs we need training for is distribution dispatcher and field workers. They are directing the work for the line crews in the field. What are we calling this in the lattice? Alan said this was another occupation that is a potential connect with the other occupation on the supply side. He is also asking other organizations if there are other important occupations identified to include in some way in the lattice. He hasn't had a lot of organizations say dispatch but they are keeping a log. Diane asked if something like this comes up, is there a mechanism to consider this or another grant? How are we going to deal with these issues and future ones? Alan said we are noting there are other occupations coming and trying to connect them to other occupations. Distribution dispatchers haven't come up very frequently were companies had specific concerns. Troy said they do companion training to bring dispatchers up to date. In terms of the grant, we have said that as they come up we will put these in the next steps, either address them, or find funding to address these. Barbara said that cyber security is another area that is coming up. As we look for other potential funding the lattice will help with that. Diane said that there are areas in the grant to address this but we call the jobs by different names. Wondering if there are opportunities to work on these modules so our inside and outside folks can be trained. Barbara said that keeping those on the forefront is good to keep in mind for future funding. Bob Guenther wondered if Alan can connect with their IBEW Examining board to see the different examining information they administer. Alan is reviewing state apprentices programs and an interview to get more into the details on the programs. Looking at the examination board is good. Will follow-up on that. Dave S. said there is a company in Utah that could be helpful. Dave Sorensen will connect Alan to the company in Utah. Diane said there is another effort in the state green building from Ecology. They are creating a green building handbook and may have some demand side jobs. Some of the jobs are the same. This may be another cross-check to pick up on apprenticeship, website, as well for some of the same jobs. Barbara said that COE for Construction is working this and may present something at the summit. Alan said that this came up at Evergreen Leadership meeting last month. Ecology is short of funds so not sure where this is at the moment. Will connect on where it was going.

Upcoming Meetings

March 24, 2011 is the date for the Legislature Mixer to be held at the Capitol. Barbara said for everyone to save the date.

Other Business

Diane gave an update on their grant to their regional business managers. They got interested and questions started. Idaho asked how their colleges can get involved. Diane is asking for direction from the Governance Board. Barbara said that we are always happy to talk to other states. We are starting with WA, OR and UT year one and the others year two. Don't see us bringing them into the fold any earlier than the second year. The March Educational Taskforce could talk about bringing in Idaho National Lab and others.

Diane said that they got a flurry of emails from Greater Spokane Incorporated. They received a grant from the Department of Commerce for Clean Energy. The first phase is skill panel, the second is gap analysis. It is being co-managed by the workforce development team. Some research has been done in these things and any guidance on what has been done in Spokane is helpful. Troy said that this is part of the Clean Energy Council. Barbara asked about the amount. Diane didn't know. She said they are starting to survey the energy companies. Alan said that we should leverage what they are doing and vice

versa so they don't duplicate what we are doing. If their focus is on Spokane only, we have done a lot of information in that area. Diane will send out information to all on the project. Jamie said that we could loop back to Rich Hadley at GSI and Mark Mattke at the Workforce Development Council. Jamie will talk with Mike Brennan at WTECB to see what they are doing. Barbara said that Daniel Malarkey should be tapped from Department of Commerce.

Barbara said that Karen DeVenaro requested to see the lab in Woodinville maybe early March timeframe. Bob Guenther said we should extend an invitation to Don Guillot. Barbara said she would be happy to.

Good of the Order

Troy Nutter said we meet again March 24th in Olympia at the Washington State Labor Council and the Legislature Mixer will follow. Look forward to everyone's participation. If you need a special invitation for a Legislature let PNCECE know.

Adjourn at 10:45 a.m.