



Pacific Northwest Center of Excellence for Clean Energy

Governance Board Meeting

When: Thursday, March 24, 2011

1:00 p.m. – 3:00 p.m.

Where: Puget Sound Energy

2711 Pacific Avenue SE

Olympia, WA 98501

In attendance:

Ed Bowen, WDVA
Yvonne Chase, PNCECE
Ryan Davis, RETC
Mark Fischer, WDVA
Alan Hardcastle, WSU
Barbara Hins-Turner, PNCECE
Jamie Krause, PNCECE
Jilliene McKinstry, Gonzaga
Marla Miller, Centralia College
Troy Nutter, Chair, Puget Sound Energy
Vicki Oakerman, Centralia College
Kairie Pierce, WSLC
Dennis Skarr, WDVA
Sally Zeiger Hanson, WSU

Teleconference:

Shane Pacini, Avista Utilities
Diane Quincy, Avista Utilities
Collin Sorenson, WestCAMP

Call to Order and Introductions, Troy Nutter, PSE

Troy Nutter called the meeting to order at 1:00 p.m. and briefed on safety essential locations within the building. Yvonne Chase conducted a roll call.

Adoption of March 2011 Minutes (Action Item)

The March 2011 minutes were discussed and adopted without revisions.

Grant Principal Investigator Update, Barbara Hins-Turner

Legislative Mixer

Barbara Hins-Turner reminded the Board about the Legislative Mixer will be held from 6-8 pm that evening at the Capitol building, Columbia room. She said this is about supporting the Centers of Excellence (COE) within Washington State and to raise the level of awareness with our legislators of the COE model.

General Physics Contract

The contract is moving along and state approval is expected soon. This will be the Smart Grid 101 on-line training hosted on the General Physics site. Other LMS systems can be hosted on this site as well. Avista is using General Physics as their LMS system. All of the General Physics users will have access and we will be able to capture the training numbers. The roll-out will be ready by the end of June because state funds are supporting this effort and the state fiscal years ends at that time. The subject matter experts for the development of this program will be Dale Singer, Bob Topping, Troy Nutter, and another member from Avista. Centralia City Light will provide pictures for the curriculum.

Educational Taskforce Update

The last Educational Taskforce meeting was held March 17th in Spokane. Barbara Hins-Turner shared and discussed the diagram that Diane Quincy created that provides a visual illustration of the operational framework for the Smart Grid project. In addition to Washington and Oregon, The Executive Director and Associate Director/Curriculum & Instruction from Idaho State University's Energy Systems Technology Education Center (ESTEC) attended the meeting. They are very interested in the project and eager to participate.

Labor was unable to attend the Spokane meeting but Barbara spoke on behalf of labor when the discussion turned to apprenticeship programs.

The Educational Taskforce will be a fluid group and the people may engage at different points throughout the project. In addition, the Taskforce will serve as the industry sounding board for curriculum and educational products developed under the Smart Grid project. The next meeting is proposed for the day before the Summit in late June.

DOE Workforce Training Workshop

Barbara Hins-Turner discussed the DOE Workforce Training Workshop that will be held in June in Washington DC. Barbara and Jamie Krause will attend along with Robin Podmore from Incremental Systems. Others are welcome to attend but the grant will only cover Barbara and Jamie's travel. Hill visits will be scheduled to update congressional members on the progress of the project. We are the only community college participating on the DOE Workforce Training Workshop Steering Committee.

The Center of Excellence receives many calls from other states asking about information on the Smart Grid project or wanting to learn how our partnership works; just last week Iowa and California asked PNCECE to partner on other Energy related grant proposals. An invitation to CEREL was also received.

Project Manager Update, Jamie Krause

Jamie Krause discussed the Portland State University (PSU) work plan that was submitted. At the March 17th Educational Taskforce meeting the PSU workplan and history around how PSU was involved in the original (STEPS) companion grant. PSU will help build out the Oregon partner base within the Smart Grid project. There were concerns that there may be some duplication or overlap with the work of other sub-recipients. It was noted that PSU has already partnered with other universities (UW, WSU) and the proposed work would not duplicate

existing activities, but rather ensure the project is expanding into Oregon and building that model to move into Idaho and Montana. The University of Washington and WSU are crafting undergraduate and graduate level courses related to Smart Grid funded through their own DOE (STEPS) grant. Part of PSU's role within our project is to loop back to PNNL to ensure there is alignment at the university level across state lines. It may be beneficial to bring in PSU, OSU, and UO together with Gonzaga at some future date to discuss the best way to share information between WA and OR universities. A model could then be developed for replication in ID and MT.

Action: Alan Hardcastle motioned to approve Portland State University's work plan with suggested recommendations. Mark Fischer seconded the motion. PSU's work plan was approved with footnotes to be added on preventing redundancy. Jamie Krause will look at the recommendations on the research PSU is doing around education and evaluate what is different from what the Curriculum Development Committee's work.

Curriculum Development Sub-committee

The Sub-committee had their initial meeting in February and a second meeting at Avista on March 16th. The Sub-committee reviewed a draft Charter to establish a framework for operation and expected outcomes. This is the outline on how they will work together, purpose and intent, and objectives. Jamie Krause is updating this document with proposed revisions. Once a final Charter is established it will be presented to the Education Taskforce for approval. A discussion was conducted around draft curriculum design standards to guide the framework for the design of the curriculum itself to create consistency that will help establish standards for endorsement under the Smart Grid project. The Sub-committee is looking at meeting monthly.

Jamie Krause discussed a request from industry to gather information on what smart grid related curriculum currently exists, what industry and education smart grid training is currently being worked on and what courses are being considered. The Governance Board discussed how this request might possibly duplicate research currently underway. To avoid a duplication of effort with the data gathering taking place to inform the development of the Career Lattice, Sally Zeiger Hanson from the WSU Extension Energy Program will be added to the Curriculum Development Sub-committee.

Communications Plan & Website, Ryan Davis

Ryan Davis relayed that an update every two weeks was part of the communication plan. This can be available on the SharePoint, printed or electronic. The communication plan was created using sub-recipient work plans and recommendations. It includes topics such as the Energy Summit, primary working committees, newsletter, web portal (website, SharePoint, etc.) and outlines outreach and dissemination strategies. Ryan needs a contact list so there is a single point of contact in each partner organization for communications.

As soon as it is complete, Kairie Pierce will present a master list of high school counselors that are part of the K-12 outreach initiative being implemented by the Washington State Labor Council focused on "Demystifying Apprenticeship." These contacts will be included in the Smart Grid project communication database.

It was decided that the communication and outreach plan will be implemented through Centralia College and the Center of Excellence so it can be streamlined and information can be sent out to stakeholders. A new communications person will be hired at Centralia College to support the communication plan, newsletter, and press releases. This position will be part time and will be re-evaluated before the second year of the project.

Action: Alan Hardcastle motioned to accept the recommendations included in the communication plan; Sally Zeiger Hanson seconded the motion. The communication plan was approved to move forward. The communication plan will be sent out to the Governance Board for review and approval at the next meeting.

Action: Sally Zeiger Hanson motioned to move forward on the new communication position; Alan Hardcastle seconded the motion. The Communications position was approved.

Financial Update, Vicki Oakerman

Vicki Oakerman reported on the fiscal status of the project. A percentage of funds dispersed and percent of match submitted will be added to the report as requested. Vicki attended training on match requirements that Bob Topping conducted. She noted that quarterly fiscal reports, including match/leverage (January – March 2011) are due to her by the 5th of the month following the end of a quarter.

Career Lattice Update, Alan Hardcastle

Alan Hardcastle noted that he had reported on the status of the Career Lattice at the Education Taskforce meeting the week before. He covered the demand and supply side occupations and is struggling with gaining access to some key resource people at the utilities in order to conduct interviews and gather data for the Career Lattice. Some of the utilities we would like to reach are BPA, Pacific Corp, and Idaho Power. Alan mentioned that Resource Conservation Managers are not included in the workforce mix of all utilities, so going outside of this position may be an option.

Data continues to be collected and ideas on what the lattice will look like are being discussed. There are lots choices on lattice designs that show how the occupations connect. Alan Hardcastle has connected with Ryan Davis to seek advice on integrating the data collected into a web utility for user friendly access to skills needed for certain occupations and training offered at utilities or other entities.

Cascadia and Edmonds have come up with an excel document identifying institutions that have programs that directly tie to the 10 occupations targeted by the Smart Grid project or are related to the skills required. Alison Pugh is working on this document. It will be referenced as the Matrix. Alan gave an example of an item on the Matrix and explained how it will help identify if it is a direct hit to a program or if it relates and will help a student move through all the integrated details associated with the different occupations. The goal is to make this document easy to use. The Education Taskforce asked staff to work with Alison to figure out a way to get input for the Matrix. The Matrix will be made available on the SharePoint but concern was expressed for maintaining the integrity of the document while tracking changes. A suggestion

was made to include McKinstry and other utilities on the Matrix. A suggestion was noted that we special attention to the supply side.

Upcoming Meetings

The next Governance Board meeting will be held on April 19th via Adobe Connect. The meetings will be on a virtual platform every two months and in person on the third month. Staff will coordinate with Ryan Davis to set-up the meeting and conference bridge.

Other Business

Ed Bowen relayed that two students at Cascadia Community College are doing some research for the Veterans Conservation Corps. This will be match for the Smart Grid project. The plan is to bring the group to the July meeting. In addition, the Veterans Conservation Corps met with Avista Utilities regarding veterans. The VCC wants to ensure that veterans understand the resources available to them outside of the employer provided benefits. Ed requested a sub-group be formed after the next Educational Taskforce meeting in June to focus on Veterans workforce needs and opportunities.

The Veterans Conservation Corps offered to ask for the National Guard to bring in a detail to present the colors at the Summit in June. After the presentation of the colors, it was suggested the Guard members be invited to stay and learn more about the energy industry. **The Governance Board unanimously approved to move forward with this request.**

Ryan Davis recommended that everyone register for the Summit. We continue to look for sponsors. There are different levels of sponsorship. This will be posted on SharePoint. The sponsorship is designed for outreach goals to those participating in the Summit.

Kairie Pierce said that there has been no coordination with industry to date on the K-12 outreach project sponsored by the Washington State Labor Council. She is willing to share along the way. For more information on the project, please ask. The project is funded through an appropriation from Senator Murray's office to market apprenticeship pathways to the K-12 counselors. She is holding the first event in Spokane this fall.

Good of the Order

There being no further business the meeting was adjourned at 3 pm.