

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

Meeting Minutes

**May 16, 2007
12:00 – 1:30 P.M.
GHP Conference Room**

- I. Opening and Introductions
- Attendees:
Monte K., Terri D-O'R., Elaine B., Charles C., Nancy T., Will S. (Michael M. called in to report on actions)
- II. Minutes May 2, 2007
Reviewed and approved as updated.
- III. Sub-Committee Updates
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| <ol style="list-style-type: none">1. Current Programs & Practices (Monte)2. Communications/Outreach (Terri)3. New Opportunities/Calendar (Elaine) | <ol style="list-style-type: none">1. Meeting Weekly via teleconference. Handout distributed with sample website and inventory template. This tool will electronically collect data from industry and learning institutions on current/existing program/practice. TSU will host website during data gathering phase. Hard copy only available at this time. Web-link available for review.2. Team meeting planned for 05/17/07 to discuss charter, strategy, website, communications plan, and other foundational activities to set up committee. Nancy agreed to attend all sub-committee meetings to provide continuity and ideas.3. First team meeting planned for 05/24/07 to develop strategy, background and orientation, goals, best practices and discuss how to work together going forward. Additional discussion proposed by planning committee might include overlaps with current programs and strategic initiatives such as energy and science electives and bridge programs. |
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- IV. Energy Leaders Roundtable
- Nancy and Monte will be responsible for reviewing initial draft of who, what, why etc. Approval of draft required by John H.,

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Rodney B., and Lane S. Further information will be forthcoming.

V. New Business

1. Possible Merger of GHEEC and GHEC WF (Monte)
2. H-GAC Role and Resources (Nancy)
3. Wind Energy Lab

1. Meeting to be held on 05/22/07 to discuss alignment, opportunity and challenges of a merger.
2. Nancy will replace Will as the H-GAC representative on the team. As the full-time Energy Industry Liaison she will be actively working to develop contacts and resources for the committee activities. In addition, she will be responsible for the developing the strategic direction of the H-GAC Energy Industry employer initiatives. Nancy reviewed the previous learning's and examples of work products developed for the Healthcare industry. Specifically, there will be industry demographics, marketing, career pathway templates, and training on the Energy industry developed by leveraging existing material.
3. Michael M. in Corpus Christi showcasing possible location

VI. Forward Calendar Review

1. May 24 – GHEC Executive Committee Mtg.
2. June 26 – WF Committee Mtg.
3. Next Planning Team Mtg.

1. Meeting information to be sent as needed.
2. Hold on sending meeting information until after next planning team meeting. Agenda and attendance TBD.
3. Meeting date 05/30/07, GHP, 12:00 – 1:30 and Monte will provide lunch. All agreed that the standard agenda will be effective.

VII. Action Items

1. Review Action Items
2. Adjourn

Agenda topics for next meeting to be emailed to Nancy.Tootle@H-GAC.com