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MINUTES

Education Steering Committee

Meeting date: November 3, 2010 conference call
Time: 2:30pm – 4:00pm EST
Minutes approved: December 1, 2010

Member	Title	Attendance
Marge Anderson	ERC Co-Chair	Absent
Projjal Dutta	EEC Co-Chair	Absent
Jennifer Eaton	Member Seat	X
Iram Farooq	Member Seat	X
Dana Kose	CSC Rep	45 minutes
Peter Morris	RAC Co-Chair	X
Kathy O. Roper	Member Seat	X
Lynn N. Simon	Member Seat	X
Joel Ann Todd	LSC Rep	Absent
Jean Valence	ESC Co-Chair	X
Paula B. Vaughn	EDTC Co Chair	Absent
Staff:		
Thom Lowther	ESC Co-Chair	X
Karol Kaiser	EDTC Co-Chair	X
Kimberly Lewis	EEC Co-Chair	45 minutes
Chris Pyke	RAC Co-Chair	Absent

Add'l Staff – Sarah Burrell, Julia Feder, Ryan Snow

Jean Valence called the meeting to order at 2:31pm. A quorum was present.

1. Opening Round and Conflicts

No conflicts of interest were declared

2. Action Item: October 6, 2010 meeting minutes were approved by consent.

3. Action Item: Education Development and Training Committee - Case Study Working Group

- a. Karol Kaiser presented the charge for an EDTC Case Study Working Group. The term date will start Jan 1, 2011 with a goal of qualifications to be submitted no later than December 22, 2010. Once the working group has completed its charge, an ongoing committee will be formed.
- b. Given ESC goals for quality, Committee members requested that a revised charge be resubmitted to ESC in December with the modification of at least one task to reflect a strong desire for information and stories that are provocative, offer lessons learned, and /or indicate what teams might have done differently after reflection and hindsight.



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4. Action item: Review Election Process for 2011

- a. Jean Valence reviewed the nomination process for the 2011 ESC. Two current at-large members hold one-year terms that are due to expire, as do all six representative members. Jean noted that ESC was a new committee this year, that it didn't begin meeting until May, that it has only recently framed goals, and that USGBC would probably be best served by this inaugural group continuing through 2011. To achieve this continuity, Jean proposed that all representative members continue for another one-year term, and that any ESC current at-large member serving a one-year term be appointed to a new, two-year term, thus providing continuity to the 2012 Committee. In addition, the Committee has several vacancies that could be filled to supply missing points of view identified at the retreat, and these could be appointed to either one- or two-year terms.
- b. Jean will call current ESC members about their ability/willingness to serve another term and report at the December 1 meeting, so that ESC can move ahead on developing a call for nominations.
- c. Thom Lowther will follow up with Jennifer Druliner of Governance to make sure we are proceeding correctly with our election process.

5. Action item: ESC 2011 Action Plan

- a. **ESC Board Report** Jean drew attention to the 2010 ESC Report to the Board which was submitted on October 22 for inclusion in the Board's book. The report summarized ESC's activities to date, including the three outstanding initiatives from the July ESC retreat:
 - Raise awareness
 - Advance thought leadership
 - Create green building education
- b. **ESC Request for Assistance** Regarding the first of ESC's initiatives, *Raise Awareness and Support for the USGBC Education Vision and Goals*, Jean reviewed the final ESC request for assistance from the Board. A third request - for examples of education models - will be included. It will be emailed next week and ESC members will be copied to facilitate communication directly with Board members with whom they have existing relationships.
- c. **Advance Thought Leadership** Kathy Roper reported that the task team is waiting for input and reaction from ESC regarding the Marketplace concept. Julia will arrange a video conference with Kathy and other task group members about the Knowledge Exchange and note any other programs in the works that might echo or reinforce such a Marketplace. Kathy will write a summary of the Marketplace concept to be distributed to ESC prior to the next meeting so that ESC can comment.
- d. **Create a Green Building Education Agenda.** Peter Morris will work with Marge Anderson to identify next steps for advancing discussion/action. Education's current research report and marketing reports may provide guidance.

6. EDU and Research 2011 Work plans and Board Reports

Thom mentioned that the education board reports are a critical communication tool for reaching out to the Board members. Under the recent department restructure, the Research Department will report directly to the LEED team, and the Education Department will reporting directly to the COO under Operations. However, Thom will continue to work closely with the research department and with Chris Pyke who has



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been critical in determining curriculum needs and direction. There is no indication that research will not continue to be part of ESC, but, if there is any debate on the subject ESC will advocate for Research's continued involvement with the Committee.

7. **Recent changes in Education:** Iram Farooq made a motion to enter Executive Session at 3:35pm. Lynn Simon seconded. Thom was invited to remain in the meeting. The Committee left Executive Session at 3:58pm.
8. **Closing Round**
Next call is December 1, 2011, at 2:30 Eastern time. Dana Kose moved to adjourn. Lynn seconded.

Meeting adjourned at 3:35pm.