



**International Code Council
Education Committee**

January 20th, 2015

Conference Call

03:00pm ET/02:00pm CT/01:00pm MT/12:00pm PT

EC Chair:	Nancy Springer
EC Vice-Chair:	Tom Johnson
Committee Members:	Jeff Camp
	John Delesandro
	Dave Horras
	Sean Reid
PDC Chair:	Cindy Davis
ICC Board Liaisons:	Cash Olszowy
	Gilbert Gonzales
ICC Staff:	Mark Johnson
	Hamid Naderi
	Allison Street
	Casey Thomas
	Doug Thornburg

AGENDA

1. Roll Call

The meeting was called to Order by Education Committee Chair, Nancy Springer at 12:02pm PT. All were present with the exception of Sr. Vice President of Product Development, Hamid Naderi and Professional Development Council Chair, Cindy Davis. Quorum was present.

PDC Chair Cindy Davis signed on at 12:06pm PT.

2. Review and Approve Agenda

A Motion to approve the Agenda was made by Sean Reid. Seconded by Tom Johnson. Unanimous approval.

3. Review and Approve Minutes from September 27th, 2014 Meeting

A Motion to approve the Minutes from the previous meeting was made by Tom Johnson. Sean Reid seconded. Unanimous approval.

4. Staff Update

A. PPP

Vice President of Training, Doug Thornburg, led the update on the Preferred Provider Program.

- i. Number signed up

Currently, there are 127 applications. Mr. T. Johnson suggested that when the e-mail comes that tells you a course is approved, the email should have the name of the course in it; especially since providers may be submitting many courses. Allison Street, Manager of Training, stated that this would be addressed in the next round of software updates.

ii. Website Phase 2

Phase ii of the Preferred Provider update will be able to bill credit cards on the site. Also, there will be an increased character allowance for course descriptions. The Live Schedule will have more listings per page and will be modified to look at the listings by title. They are also working on a spreadsheet for courses for the large institutes.

Mr. Thornburg stated that you have to have the date and location for it to show up on the Live Schedule. John Delesandro asked if there is a way to sort by course delivery date. Mr. Thornburg has to check; the intent is for the courses to come up in chronological order on the Live Schedule. The ultimate goal is to create a catalog to find courses that may not have a date and location yet. Mr. Thornburg stated that by the end of March 2015 the advanced features should be in place; it is critical to the success of the program is making sure the website is as efficient as possible. Ms. Springer reminded everyone to continue to play with the website to ensure it works smoothly. Some of the members stated their experience has been positive thus far.

ICC Board Member, Gilbert Gonzales asked if the Preferred Provider status is for one year. Mr. Thornburg answered that yes, the Preferred Provider is approved for one year, but not necessarily the course. A future agenda item should be the shelf life of a course that hasn't changed. How long should it continue to be approved without review? ICC Board Vice-President, Cash Olszowy stated that there was a vote on the last PDC teleconference when everyone went over the Preferred Provider Manual; it was decided that a course had to be reviewed if there are "substantial" changes, such as a code change cycle.

iii. ICC Chapter reactions

Ms. Springer stated there was some confusion over continuing education.. Mr. T. Johnson suggested that everyone get through this year and flush out explanation for 2016 and beyond. Ms. Springer asked if there will a YouTube video. Mr. Thornburg stated that, yes, there will be, however it is more of an Overview of the Manual than anything else.

B. 2015 based training status

Ms. Street stated that the 2015 Significant Change courses were complete. The IBC, IFC, IRC, Plumbing Essentials courses (which are taking place of the Fundamental courses) will be available mid Q1. The IFGC, IECC, IPMC Overviews will be available the end of Q2, beginning of Q3.

C. ABM education

Mr. Thornburg ran down the education matrix that was distributed prior to the call. In addition, there will be 45 min very specific trainings in 3 education pavilions at the Expo. There will be one session in 3 pavilions on Sunday and there will be 3 sessions in 3 pavilions at the Expo on Monday. Meeting and Travel is handling the pavilion part of the program. There will also be a tour on Sunday and a tour on Tuesday.

D. CEB

Currently, Chapters have two options for their education benefit: 1) 1 day of ICC training on any topics available; PowerPoint handouts and workbooks are not included. 2) A voucher for \$1200 to use toward Preferred Provider training. As of the date of this call, no Chapter has used the CEB yet.

E. Online Campus partnered courses

Ms. Street will distribute sample accounts for the Red Vector courses that have been developed to the Education Committee. Other than Red Vector, ICC is also working with Cengage on a 2015 Significant Changes course.

5. Discussions Items

A. PPP website issuance of certificates of completion to PP courses

Mr. Thornburg stated that attendees were supposed to link to a website, fill out an evaluation and receive a certificate once the evaluation was completed. ICC requires the Preferred Provider to confirm the attendance of all attendees and distribute the completion certificates. ICC needs approval to take this portion out of the Manual.

Mr. Delesandro made a motion to revise the Preferred Provider Manual. Mr. Reid seconded. Discussion followed.

Mr. Thornburg would like to have Section 2.3.4 refer to the evaluation only.

Motion: allow staff to revise section to allow the Preferred Provider to supply certificate to the individual.

Mr. Reid added that staff should also be empowered to make changes.

Ms. Springer asked if everyone understood the motion. A vote was taken and the motion was passed unanimously.

B. Criteria to approve/deny PP applicants and criteria to approve/deny PP courses

Ms. Springer agreed to work on a template in conjunction with staff on an outline for the audit process.

6. Other Business

A. CP-45 Review

Ms. Davis briefly outlined why this will be on the next PDC agenda. There is some confusion on how the PDC should operate since it is comprised of two separate committees. Since the PDC is a collaborative effort between Education and Certification, but the CC and EC still have to operate separately, collaboration vs. autonomy needs to be reconciled. Ms. Thomas will send out CP-45 to all PDC members and compile the comments. These comments will be discussed and reviewed at a PDC meeting in March.

B. Other

There was no new business.

7. Adjourn Meeting

Ms. Springer adjourned the meeting at 01:51pm PT.

Informal Education Committee Meeting
March 17th, 2015
Country Club Hills, Illinois
Meeting commenced at 02:35pm CT

NOTE: This meeting was originally intended to be an informal meeting due to everyone's availability. No formal roll call was taken. However, there was a quorum present, so one motion was passed.

The following members were in attendance at the meeting:

Nancy Springer, EC Chair
Cindy Davis, PDC Chair
Cash Olszowy, ICC Board liaison
Jeff Camp
John Delesandro
Dave Horras
Tom Johnson
Sean Reid

The following ICC staff members were in attendance:

Erica Fredrick, Instructional Designer
Mark Johnson, Executive Vice President & Director of Business Development
Hamid Naderi, Sr. Vice President, Product Development
Valerie Pang, Instructional Designer
Allison Street, Manager of Training & Education
Casey Thomas, Executive Assistant
Doug Thornburg, Vice President, Education and Certification

1) Educator of the Year Award

Discussion was had about the reinstatement of the Educator of the Year Award. The last Educator of the Year Award was awarded in 2010 or 2011. We have the opportunity to create new criteria for this award. Potential criteria should be submitted to Casey Thomas and a meeting will be set up in the next few weeks. Call for nominations have to be 120 days out and it would be good to get the word out at the Memphis code hearings.

ICC Board Vice President, Cash Olszowy, said everyone should look at CP-16. In the interim, he will let the Board know that the Education Committee is planning on reinstating the Award. Also, since a quorum is present, the Committee could vote on a Motion. John Delesandro made a Motion to have an Educator of the Year Award. Sean Reid Seconded. Motion Carries. John Delesandro and Sean Reid to put a description together.

2) Potential Topics for Webinars

Hamid Naderi handed out a schedule and let everyone know that there will be webinars that coordinate with each week for Building Safety Month. He also stated that if anyone has any ideas for webinar topics to please let staff. John Delesandro has a couple of people interested in webinar topics. Valerie Pang let everyone know that T & E needs at least 4-8 weeks for the creation of a webinar, but could be shorter if need be. If you have existing material, T & E will work with you to

whittle it down. T & E is also available to help with the creation of material. Typically, there is a dry run of the webinar at least 3 days prior to it being available to the public. This is to see if content needs to be added or deleted as well to ensure that the process goes smoothly. All the information that is needed to begin the process is the name, email address and phone number of the person interested in creating the webinar and the subject matter topic. EC Chair, Nancy Springer encouraged the Education Committee members to come up with two topics or individuals who could present on potential webinar topics to help fill the calendar.

John Delesandro asked if there have been any thoughts on hybrid courses at Institutes. Allison Street stated they were looking to do that at the Code Official Institute.

3) Any PPP items that may come out of the PDC

Jeff Camp stated that since KY became a member, they have been attracting participants to trainings and events from out of state. Mr. Naderi explained that EduCode had a huge increase in participants and some of that could be attributed to the addition of PP programming. Mr. Naderi also stated that once or twice a month there will be a column in ICC e-News about the Preferred Provider Program. Hamid Naderi stated that EduCode had a huge increase, and that the increase was attributed to PPP programming. Mr. Naderi noted that there should be a way for ICC to get an evaluation of Preferred Providers from the participants. Originally, participants would have to complete an evaluation before receiving their certificate, however, one of the main concerns is participants could still get a certificate through the link even if they did not attend. ICC needs a way to police that. Mr. Delesandro stated that the certificate documents should be matched up to sign in sheets, but the bigger issue is to ensure that ICC receives feedback.

03:35pm Cindy Davis and Dave Horras had to leave the meeting to catch flights. Before leaving, Dave Horras mentioned that the live schedule was helpful. At the recent Colorado Institute, they were able to draw participants from 22 states.

Ms. Springer challenged the group to think of ways to get participants to complete evaluations.

4) Work Plan Review

Ms. Springer had the group look through the draft work plan that was previously distributed and explained some of her thoughts, noting that this would be a work in progress. One of the main focuses should be to get to know the big training events. Allison Street added that T & E started a list a few years ago and should have the EC vet that list. Ms. Springer noted that there should be some parameters such, how many days is the event, are they hosted by statewide chapters, etc. Vice President Olszowy stated that most conferences are on a regular schedule, i.e. Colorado, Heart of America, CAAK. These large events should be coordinated as to not compete for instructors. Ms. Springer and Ms. Street will work to get a list together.

Erica Fredrick and Ms. Street demonstrated to the Education Committee the advancements and improvements made to the website.

The meeting was adjourned at 4:40pm CT.



**International Code Council
Education Committee**

June 18th, 2015
Conference Call
02:00pm ET/01:00pm CT/12:00pm MT/11:00am PT

EC Chair:	Nancy Springer
EC Vice-Chair:	Tom Johnson
Committee Members:	Jeff Camp John Delesandro Dave Horras Sean Reid
PDC Chair:	Cindy Davis
ICC Board Liaisons:	Cash Olszowy Gilbert Gonzales
ICC Staff:	Liz Chagolla Mark Johnson Allison Street Casey Thomas Doug Thornburg

MINUTES

Education Committee Chair, Nancy Springer called the meeting to order at 11:02am PST.

1. Roll Call

Ms. Springer asked Executive Assistant, Casey Thomas to call roll. All Education Committee members were present with the exception of ICC Board Vice President, Cash Olszowy. At 11:25 PT PDC Chair, Cindy Davis joined the call. Quorum was established.

2. Review and Approve Agenda

Mr. Tom Johnson motioned to approve the Agenda; Mr. Sean Reid seconded. The agenda was approved unanimously.

3. Review and Approve Minutes from May 21st Teleconference

Mr. Jeff Camp motioned to approve the Minutes; Mr. T. Johnson seconded. The May 21st Teleconference Minutes were approved unanimously.

4. Educator of the Year Criteria

The draft criteria and scoresheet were discussed. The description should be added to the top of the scoresheet, which includes Brent Snyder's name; Ms. Thomas to make that change. The procedure for scoring was reviewed by Ms. Springer. 1) Review the nomination sheets 2) Look at the criteria on the scoresheet 3) score accordingly on the information received 4) Submit to Ms. Thomas for compilation. 5) There will be another conference call to come to the conclusion. It was determined that if an EC member is associated with or has a personal relationship with a nominee, he or she should recuse him or herself from scoring that individual; the scoring calculations will be adjusted accordingly. A box for Miscellaneous to be added to the scoresheet for anything not captured in the criteria. The score sheets to be redistributed after the modifications are made.

5. Preferred Provider Program Update

Ms. Liz Chagolla provided the current preferred provider stats. Currently, 251 applications have been received, 197 are active providers. Mr. Thornburg stated the next step is the focus on getting the PPs to renew. One suggestion by the Committee is to put endorsement quotations on the Preferred Provider website.

6. Other Business

Mr. T. Johnson asked if there was a budget for a face-to-face meeting at the Annual Business Meeting. Ms. Thomas stated it was a matter of figuring out schedules to see if that is possible since the ABM schedule is shorter. If that doesn't work, there is a possibility of having another face-to-face meeting at a different date.

Mr. Thornburg wanted to address another tweak to the Education Program at the ABM; FEMA wants to do an hour and a half session recommended seismic provisions. It will share the classroom with the hydrogen vehicle class, while the hydrogen vehicle class is off site. This will not take away any training. All members agree with this change.

Ms. Davis wanted to make sure that the Building Membership Council Higher Education Committee Chair reached out to Ms. Springer. Ms. Springer said she would follow up with him as she hasn't heard from him yet. Ms. Davis requested that Mr. Thornburg get in touch with Vaughn Wicker, staff liaison to the Building Membership Council.

7. Adjourn Meeting

Mr. T. Johnson made a motion to adjourn. Mr. John Delesandro seconded. Conference was adjourned at 11:45pm PT



**International Code Council
Education Committee**

September 17, 2015

Conference Call

04:00pm ET/03:00pm CT/02:00pm MT/01:00pm PT

EC Chair:	Nancy Springer
EC Vice-Chair:	Sean Reid
Committee Members:	Michael Boso Jeff Camp John Delesandro Dave Horras
PDC Chair:	Cindy Davis
ICC Board Liaisons:	Gilbert Gonzales
ICC Staff:	Allison Street Casey Thomas Mary Barnett

MINUTES

Education Committee Chair, Nancy Springer, called the meeting to order at 01:04pm PT.

1. Roll Call

Ms. Springer asked Casey Thomas, Executive Assistant, to call roll. All members were present with the exception of John Delesandro and PDC Chair, Cindy Davis. Michael Boso joined the call in progress at 01:31pm PT. A quorum was present.

2. Approval of the Minutes from the June 18th, 2015 Teleconference

Sean Reid motioned to approve the Minutes from the June 18th Teleconference. Dave Horras seconded. Motion passed unanimously.

3. ICC ABM Long Beach –location and plan

Ms. Springer asked Ms. Thomas to go over the location and plan for the informal Education Committee meeting that was to take place at the ABM. Ms. Thomas to send a map of the conference center after the call with locations marked.

Ms. Springer reminded Education Committee Members who are present at the Annual Meeting to help with the scanning in of participants in the education sessions. Ms. Street will send a finalized schedule to the Education Committee. Ms. Street asked that EC Members go to ICC

classes to audit the course for ICC. She will also send a list of the classes for the Members to pick.

4. Higher Education Task Group of the Building Official Membership Council

Membership council Meetings are on Sunday at the ABM. Ms. Springer wants to make sure that the Higher Ed Committee and the Education Committee link up and work together as a team. Ms. Springer was invited to the meeting on September 4th. Neville Pereira ran the meeting and they looking at degree programs for Building Officials and Fire Officials; more of a Bachelor degree program. 4 categories: general education, administration, management, law and technical. Mr. Reid added that they have been working on this for the last year. Director Gonzales clarified that the task of the Higher Education Group is to get more building officials “degreed” whether it be an Associates or a Bachelors at the university level. Ms. Springer stated that the Education Committee needs to work with them in tandem. Director Gonzales said that, perhaps at the ABM, the EC should look at how they can work with the Task Group to raise the profile of the building official. Ms. Springer stated that if EC members are around on Sunday, please think about joining the Building Official Membership Council Meeting as it is open to the public.

5. Update Preferred Provider Program

Ms. Thomas reviewed the current statistics of the Preferred Provider Program. 288 applications have been received, 222 are active providers. Ms. Thomas will also send the break-down to the EC Members.

6. Website

a. Electronic Binder

Ms. Springer wanted to revisit putting stuff up on the website. Ms. Thomas said she has all of the information assembled in a PDF portfolio; however, there is a question as to whether or not all of the Minutes information should be available for public viewing.. Ms. Springer suggested that maybe there should be links to other parts of the website or a survey up there. Mr. Reid thought that in previous conversations that there should be two levels to the site. EC Members should have access to everything whereas there should be a public portion as well.

b. Navigating the CEU portion of website for recertification

Mr. Boso requested that this be a part of the agenda. Mary Barnett, Certification Renewals Supervisor, was on the call to answer any questions. Ms. Springer suggested that the agenda item be tabled until Mr. Boso is available. In the interim, Ms. Thomas will send all members Mary’s email and extension in case they run into any difficulty.

Mr. Boso joined the call in progress. Ms. Barnett stated that if you hit “my CEUS and Certification,” there is a section that says “report CEU activity”—this is where you enter your CEUs.

7. Educator of the Year Award

Ms. Springer said that there was talk about changing the criteria, which would have to go to the Board and the possibility of two awards-one for industry and one for an individual. This is something for consideration.

8. November 5th & 6th PDC Meeting

- a. Logistics
- b. 2015-2016 Education Committee Goals
- c. Work Plan
- d. Other agenda topics

Ms. Springer wanted to hit on some key points. Ms. Thomas stated that we would be meeting in Las Vegas. The intention is for the EC meeting to take place on the 5th and the PDC meeting to take place on the 6th. Please fly in on the evening of the 4th and you can depart after 03:00pm on the 6th.

Ms. Springer said the other items on this agenda are to get thoughts flowing for the in-person meeting. Suggested agenda items should be sent to Ms. Thomas and CC: Ms. Springer and Mr. Reid.

9. Adjourn Meeting

Mr. Reid motioned to adjourn the meeting. Mr. Horras seconded. No Discussion. The meeting was adjourned with unanimous approval at 1:41pm PT.



**International Code Council
Education Committee**

November 5th, 2015
Las Vegas, Nevada
08:30am

EC Chair:	Nancy Springer
EC Vice-Chair:	Sean Reid
Committee Members:	Michael Boso
	Jeff Camp
	John Delesandro
	Dave Horras

ICC Staff:	Hamid Naderi
	Allison Street
	Casey Thomas
	Doug Thornburg

MINUTES

The Education Committee was called to order by EC Chair, Nancy Springer, at 08:46am PT.

1. Roll Call

Ms. Springer asked Executive Assistant, Casey Thomas, to call roll. All members were present with the exception of Dave Horras. Quorum was established.

2. Approval of Agenda

Mr. Jeff Camp motioned for approval of the Agenda. Mr. Sean Reid seconded. The Agenda was approved unanimously.

3. Approval of the Minutes from the September 17th, 2015 Teleconference

Mr. Reid motioned for approval of the previous Minutes from the Education Committee. Mr. Camp seconded. The Minutes were approved unanimously.

4. ABM Education Update and ABM 2016

Ms. Springer asked everyone to go around the room with comments/feedback about the ABM. One issue that came up repeatedly was pre-registration. This year the ABM was open and participants did not have to register. Discussion ensued about various methods for registration. Ms. Allison Street, Manager of Training and Education, stated she would speak with the meeting and travel conference staff to clarify to participants that it is open registration. Ms. Street commented that per survey results, the participants liked the diversity and that the 90 min sessions were preferred. Also, the pavilions were well-attended. One final comment on ABM

2015 is that representatives from New Zealand asked if there could be courses for international attendees.

5. PPP Update

a. Results of stakeholder group meeting

Mr. Hamid Naderi, Sr. Vice President, Product Development, let everyone know that the stakeholder meeting took place on October 16th. So far, the stakeholders have been pleased with the program, but there were a couple of complaints. 1) They would like a webinar explaining how to submit courses; the good news is that we already have one; ICC needs to update it and put it out. 2) The automatic e-mail sent to Preferred Providers needs to have the course number on it; it already has the course name. 3) The Preferred Provider Manual should have a version number with an effective date. 4) They asked if the results of audits can be published; ICC will do audits but the results won't be published. The course description was increased to 500 characters; the PPs seem to be happy with that. Mr. Michael Boso asked if there is a way for Preferred Provider designate a back-up contact for all of the applicable information. Mr. Naderi said he would look it.

b. Current status of program

Ms. Thomas gave the current stats for the Preferred Provider Program. There are 300 providers total. Mr. Naderi asked that the Education Committee make an effort to reach out to prospective Providers and brainstorm on ways to encourage more industry candidates to apply. Of note, Providers will be receiving an email with an invoice 45 days prior to their renewal date.

c. Website improvements

There was a list of 24 items that needed to be taken care of for the Preferred Provider website. Mr. Naderi gave an update to let the Committee know that the following improvements have been made:

- automatic update for a course on multiple dates as well as for multiple courses on one date;
- Auto-payment implemented
- PPP catalog/live course schedule and will come out mid-November.

d. Future plans

Mr. Naderi stated that the FAQs need to be updated in the near future; especially a FAQs on renewal. Currently, ICC is working on the website to have a click-thru renewal for Preferred Providers to make a payment and renew for a year. All of the ICC E-news going forward will have information about Preferred Provider renewal. Ms. Springer asked that all committee members think of renewal questions for the FAQs.

6. PP Manual Revisions

Mr. Naderi wanted to cover a few points in the Preferred Provider Manual that need updating.

a. CEU vs. ICC CEU

The Manual mixed the terminology. The Manual is using the term "CEU"; this may imply that a Preferred Provider is accredited by IACET. This will need to be clarified in the Manual as ICC CEU.

- b. In benefits mention 40% and 50% requirements
The 40% and 50% requirements are in the Appendix, but not in the document itself. The requirements need to be somewhere in the document itself.
- c. Other major changes for Manual
Mr. Naderi had Suzane Olmos, Director of Special Sales, review the Preferred Provider Manual as an outside party; she provided pages of comments to improve/clarify the Manual. Ms. Springer asked that the Committee Members download the latest version and submit any changes, clarifications, etc. to Mr. Naderi.

7. Hire ICC to Teach: Standard, Flex, Premium; Flex going away

Mr. Thornburg explained that originally, the Flex Program was designed to give customers the flexibility to go with a workbook or without, which would allow for some room to move in pricing. However, in review of the program, it appears that Premium is cost effective and the relationship with the Publications department as well as the market makes the numbers work since those books are printed in large print runs for publication sales as well as training. The issue with the Flex program is the cost. A lot of staff time is used to update the workbooks, but no one was purchasing the Flex courses with the workbook. Therefore, going forward, ICC will no longer be offering the Flex option. There was no further discussion.

8. Campus Update

- a. Partnerships
Ms. Street briefly reviewed the current partnerships with Red Vector and Cengage. Ms. Springer asked how many people use the campus. Ms. Street answered there are 20,000 active accounts.
- b. Recent additions to the Campus
Ms. Street informed the group that online study guides and the webinars on non-potable water, an overview of the IECC and introduction to solar heating have been added to the site.
- c. Campus improvements
 - i. Group purchase
Ms. Street explained that this allows a customer to buy multiple seats with a single sign on.
 - ii. RFP
 - iii. Other
Ms. Street gave the statistics for the seminars campus. To date, 58 have been developed, 30 of which are ICC specific and 28 are for custom contracts. She also noted the Administration courses need to be updated and Journey to Leadership will roll out soon.

9. Educator of the Year Award (Review Council Policy)

A long discussion was had on the topic. Ms. Springer asked Ms. Thomas to distribute the score sheet that was used for the 2015 Educator of the Year so that Committee members can review and make suggestions to streamline the criteria for scoring in 2016.

10. Education Work Plan

Ms. Springer stated she was in the midst of compiling a spreadsheet of everything the Education Committee has accomplished. She would also like to restart the monthly calls (every third Thursday) at 10:00am PT in January. Ms. Springer briefly went over the work with the Building Membership Council's Higher Education Task Force. Ms. Springer reiterated that the Education Committee members are only to be "an ear in the room" and part of the discussion. Mr. Reid and Ms. Springer are now a part of the committee. Mr. John Delesandro asked if he could participate as well.

11. Other Business

Mr. Naderi pointed out the 4 points of the Training 5 point strategy were covered in today's discussions. The one point yet to be covered is staffing. He let the group know that a new seminar coordinator was hired—Crystal Boddie and a new VP of Education has come on board. Her name is Tracy Lendi and she has an extensive background in online training. There were also two separations.

12. Adjourn Meeting

Mr. Reid moved to adjourn the meeting. Mr. Delesandro seconded. Unanimous approval. The meeting was adjourned at 02:44pm PT.