



**International Code Council
Education Committee**

February 25th, 2016
Bourbon Orleans
New Orleans, LA
St. Mary Salon 2
08:00am CT

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

ICC Staff:	Tracy Lendi
	Hamid Naderi
	Allison Street
	Casey Thomas

MINUTES

Education Committee Chair, Nancy Springer, called the meeting to order at 08:24am CT.

1. Roll Call

Ms. Springer asked Executive Assistant, Casey Thomas, to call roll. All members were present and quorum was established. Staff members, Vice President of Training and Education, Tracy Lendi and Manager of Training and Education, Allison Street would be arriving later in the meeting due to flight delays.

2. Introductions

Introductions were skipped because this item was only for Ms. Lendi's benefit.

3. Approval of Agenda

Ms. Springer suggested that Item 5—ABM Call for presenters be moved until Ms. Lendi and Ms. Street are able to join the meeting. Mr. Dave Horras motioned to approve the agenda as amended. Education Committee Vice-Chair, Sean Reid seconded. The agenda, as amended, was approved unanimously.

4. Approval of the Minutes from the January 21st, 2016 Conference Call

Mr. Reid motioned to approve the Minutes. Mr. Horras seconded. Unanimous approval.

5. ~~ABM Call for Presenters~~—MOVED

5. Hire ICC to Teach: Standard and Premium Courses

Sr. Vice President of Product Development, Hamid Naderi gave a brief history of the Hire ICC to Teach program. Prior to two years ago, all ICC seminars had a workbook; it was mandatory to purchase a workbook.

Prior to the shift, there were 60 courses in Premium, now there are 76. There were 70 in Standard and now there are over 100. Most of the chapters like the workbook and the workbooks are still available for purchase in the store. Mr. Horras asked what the difference in cost is. Mr. Naderi answered, basically the cost of the workbook. In the Standard training courses, the PowerPoint presentation is provided to the instructor for distribution to the attendees. There are many last minute attendees; delivery of the material to them would be problematic. Mr. Naderi stated that the goal is to make the workbooks comprehensive enough to serve as a stand-alone publication. Ms. Springer asked if there are any FAQs. Mr. Naderi will post a temporary notice on the website to alert people about these revisions and provide a contact should someone have questions.

6. Latest Status of the Preferred Provider Program and the PP website

Ms. Thomas gave a rundown of the active and applied Preferred Providers. Ms. Springer asked what the difference is between active and applied. Mr. Naderi stated that “applied” sent in payment. Mr. Horras said one issue is that only one individual can enter courses and that is an issue—there used to be two. Mr. Naderi answered that now there is a username/password single sign-on—it could be shared. Mr. Naderi continued with the Preferred Provider renewal stats. He then went over the recent improvements to the PP website. Also, there will be PP news in every issue of e-news going forward.

10:01am CT BREAK

10:30am CT RESUME. Manger of Training and Education, Allison Street, joined the meeting.

7. PP Manual Revisions

Mr. Naderi reviewed that there was feedback from the Stakeholder group as well as staff. There were not a lot of substantial changes, but there were some that were significant. Mr. Reid brought up the reference to “CEU” in Section 2.2. He pointed out that “CEU” could be a proprietary term of IACET regarding classroom hours. Ms. Street agreed to look into it and added that ICC Training and Education staff member, Denise Haas, is on the IACET board. The next significant change in the PP Manual had to do with section 2.7.2 Marketing and use of logo and statements of compliance. For discussion, was if the use of the PP logo should be mandatory on all of the training materials similar to the AIA program. There was a vote to change the wording from ‘mandatory’ to ‘highly recommended’ or ‘strongly suggested.’ 5/1. Reid against. Vote carries with the provision that staff makes the call with which non-mandatory language to use.

Next up there was discussion as to whether or not the PPs should be required to submit course objectives. Mr. Reid pointed out that ICC is the only entity that does a course description followed by objectives and some educators will struggle with pulling those from their material. Ms. Street stated that objectives are standard in the training industry. It was decided that

objectives will remain separated out. Mr. Naderi then reviewed the flow charts that will be included in the Preferred Provider Manual.

12:01pm CT LUNCH BREAK.

01:10pm CT MEETING Resumed. Ms. Tracy Lendi, Vice President of Training and Education, joined the meeting. Brief introductions were made since many of the EC members have yet to meet Ms. Lendi in person and vice versa.

8. ABM Call for Presenters

Mr. Camp provided us feedback from President Olszowy in reference to expectation of classes for the 2016 ABM.

Ms. Street distributed a worksheet to the group outlining the open timeslots for the ABM Education Program. One addition for this year is that ICC has 4 classrooms for a half day on Monday; this means there will be 1.5 days of training at the ABM. All of the rooms will be the exact same size and should be able to accommodate large groups. Previously, the Education Committee was asked to vote on the courses and score them according to applicability and interest for the program. There was a review of the top scoring courses and each was placed in the matrix that Ms. Street handed out at the beginning of the topic. Mr. Naderi noted that there would be a block reserved for SRCC. Mr. Reid stated that, as a representative of the host chapter, the Heart of America content should be delivered to T& E by the second Thursday in March. At the end, all but one of the timeslots was filled in; the last timeslot was kept open in case of any last minute changes. Mr. Michael Boso asked about the state approvals for ABM courses. Ms. Street explained that T& E will not know what courses are approved by which states until closer to Conference.

There was also discussion on how we could improve the application process for next year; Ms. Springer suggested using a score sheet and making comments next to presenters to be able to inform them of why they were not chosen. The EC also asked that next year's presenters be asked to provide references so the Education Committee could make better informed decisions on the presenters. This information would be saved within the electronic binder for the Education Committee's future use so the EC could reference back to classes if need be.

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

Members of the committee were asked to consider criteria and be prepared at the next meeting.

10. Education Work Plan

Ms. Springer said this is a work in progress and handed out two separate handouts (handouts attached) the first one titled "EC – work plan – Objectives" that provided guidance to the committee on creating tasks by reviewing the Mission, Purpose of the Committee and the Objectives as outlined within CP-45 . She reviewed how this worksheet needed all of the EC members' input and would help them in outlying objectives and tasks for the committee. Further discussion ensued over the second handout titled "EC E-Binder" which provided a visual layout of the electronic binder. The electronic binder would have several folders including one for Administration, Agendas/Minutes, PPP, ABM, Educator of the Year Award

and Training. This E Binder would be located on the Education Committee webpage of ICC website. It was noted that within each of these folders we could store the committee's actions and progress thus providing a living document that would assist committee members currently and provide history for future committee members. The main folder would be password protected only accessible to committee members and ICC staff. There was discussion as to what would be visible to the public, possibly the agendas and the finished work plan. All agreed on the concept. Ms. Springer will work with ICC staff to get the E-binder created on the website. ICC staff will need to follow up with Ms. Springer to set up a website for EC members to view and edit the documents. In the interim, Ms. Lendi stated she could set up a google document for access by all parties. Ms. Springer asked that the EC focus in on objectives for the work plan so it too can be placed within the E-Binder and asked that it be an agenda item for the next teleconference on March 24th, 2016.

11. Other Business

Mr. Reid stated that he would volunteer his services to work on staffing the education rooms at ABM. Ms. Street said she would coordinate with him. It was also stated that any EC members attending would be willing to help as well.

12. Adjourn Meeting

Mr. Delesandro motioned to adjourn the meeting; Mr. Boso seconded. Unanimous approval. Meeting was adjourned at 04:50pm CT.

**Attachment 1
Ed Committee – work plan – objectives**

Creating Tasks

Mission: The mission of the EC is to provide strategic direction and to facilitate the development and delivery of the most comprehensive portfolio of code-related courses available to meet the needs of code officials, inspectors and design professionals to elevate their qualifications as well as help them advance and grow in their profession.

Purpose of Committee: The EC shall advise Training and Education staff and the ICC Board of Directors on strategic matters related to ICC Education Program activities.

Objectives:

1 Gather input regarding Member expectations and provide feedback to the ICC Board of Directors, PDC and ICC staff.

What tasks do we need to create to meet this objective?

2 Discuss and propose strategic initiatives for the ICC Education Program

What tasks do we need to create to meet this objective?

3. Review and recommend improvements to the ICC Preferred Provider Program.

What tasks do we need to create to meet this objective?

4. Assist staff in the planning and facilitation of educational programs when requested. Assist with the maintenance and promotion of positive Chapter relations as they pertain to Training and Education.

OTHER TASK

What tasks do we need to create to meet this objective?

Attachment 2

EDUCATION COMMITTEE – E-BINDER

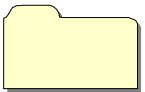
Living document for education committee members

Access: access can be by password through Committee



ADMINISTRATION

- ROSTER
- TRAVEL EXPENSE
- CP-45
- WORK PLAN



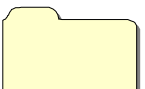
AGENDA – MINUTES

- AGENDA- DATE- LOCATION
- MINUTES-DATE - LOCATION



PPP

- manual
- Possibly revised editions- this will maintain history with changes



ABM

- Presentations – archive old and new



EDUCATOR OF THE YEAR AWARD

- Applications
- Criteria
- Score sheets
- Past winners



TRAINING



**International Code Council
Education Committee**

March 24th, 2016

Conference Call

01:00pm ET/12:00pm CT/11:00am MT/10:00am 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 Liaison:	Gilbert Gonzales
ICC Staff:	Tracy Lendi Hamid Naderi Allison Street Casey Thomas

MINUTES

Education Committee Chair, Nancy Springer, called the meeting order at 10:03am PT. Ms. Springer stated that “Approval of the Agenda” is not on the Agenda it should be added as number 2.

1. Roll Call

Ms. Springer asked Executive Assistant, Casey Thomas, to call Roll. All Education Committee members were present. PDC Chair, Cindy Davis and ICC Board Liaison, Gilbert Gonzales were not present.

2. Approval of the Agenda

Ms. Springer asked that an item be added before other business about follow-up on the ABM presentations. Education Committee Chair, Sean Reid, moved to approve the agenda, as amended. The Agenda was approved unanimously.

3. Approval of the Minutes from the February 25th, 2016 In-person Meeting

Mr. Jeff Camp moved to approve the Minutes. Mr. John Delesandro seconded. The Minutes were approved.

4. Educator of the Year Criteria

Ms. Springer reminded everyone that the actual description could not be amended without Board approval. Therefore, it was decided that the EC would make sure the criteria it was looking for was included in the application so respondents will include the information needed

for accurate evaluation and scoring. Ms. Springer asked Mr. Delesandro to go over some of his suggestions that he put in an email to Ms. Springer. Sr. Vice President of Product Development, Hamid Naderi, added that the award can go to an organization, but it can also go to an individual that organizes or administers education classes and/or events—not necessarily an instructor.

To wrap up the discussion, Ms. Springer stated that the group should work on amending the application to make sure nominators submit information that fits the criteria. Ms. Thomas will draft a sample application and e-mail to the group for amendments/suggestions.

5. Work Plan Objectives

Ms. Springer was happy to announce that the group is really close to developing a work plan. She added that she doesn't think CP-45 is fully approved since it was last amended; however, she is going to move forward with the objectives in CP-45. The EC should work as team to create the work plan. Ms. Springer previously sent out a list with 12 different items that included input from other members. She then proceeded to go through all 12 items and where the item stands on completion.

1. Educator of the Year- once the application is revised to reflect each of the criteria listed on the actual application, each Member will get the opportunity to review and it will be e-circulated through email for review.
2. E-Binders- Ms. Springer to get in touch with Cindy and Gilbert on this one, but ICC is redoing its website. Mr. Naderi stated that the website is being upgraded and re-done. Ms. Lendi is working most closely with IT on the upgrade; she no longer has access to go in and make changes so they are in the process of making the changes to the new look and feel. Ms. Lendi stated we need a different avenue to share information at this time. Ms. Springer mentioned that Google docs was discussed previously. Ms. Lendi will send everyone an email to see the uploaded work plan as a Google doc along with instructions to create an account. All EC Members will be able to collaborate at the same time; one thing to be careful of is if multiple people are in the same document at the same time making changes. Ms. Springer asked if there will be versioning of the document. Ms. Lendi answered that people can put the edit the same as track changes to see what the edits are and they can be accepted and/or rejected at a later time. Ms. Lendi will create a cheat sheet or navigational movie to show members how to use the documents. Documents, folders etc. can be created; it will look the same as in the file explorer. Only the people who it is shared with will have access to the documents. Ms. Springer will clean up the work plan and add an objective for T & E to set-up the Google docs group with the how-to info.
3. PPP- This is in regards to creating a list to market to educators and industry members to reach out to regarding the program. ICC currently has 278 active providers as of yesterday—people who applied and actually paid. The task for the committee is to reach out to others and get them to apply. Ms. Springer will need input on resources, contacts and tasks, etc.
4. Survey Chapters and Ed Weeks- Ms. Springer asked Ms. Lendi for some input on EduCode, as she is currently there. Ms. Lendi went on to say that it is one of their largest attended events so far The classrooms are very well attended. They may be outgrowing the

space. Their structure appears to be working; however, they will look into the structure of the registration since lines were pretty long on Sunday and Monday morning. Overall, people are enjoying themselves and commentary has been positive, except for the registration. Ms. Springer said that the increase in numbers is a trend across the country since more people are showing up as there is more money for people to attend educational events. Ms. Street is putting together a list of all of the Ed weeks and see who is in the area and have the EC members check in with the chairs and/or attend if possible. Ms. Springer asked Ms. Street if there is a list to share. Ms. Street responded that she has a list created about a year ago that would be a good starting point and she will put it on her to-do list to update it. The list was from GR, but there may be more education weeks than that. She will get the list back out to the EC members for comments in April. Ms. Springer indicated she will also reach out to others to update it.

5. NIBS Survey- Ms. Thomas provided a link to the survey for members to review. This is the survey that notes how many people will be leaving the industry and how to encourage more people to join as well the importance of mentoring and training. Ms. Springer wanted to make sure that it was considered going forward and that following are addressed: how to bring on new building officials, how to harvest the knowledge of those who will only be in the industry for the next 5 years or so and how education and training ties in. What is the Education Committee's responsibility in this initiative? If any member hears about trainings that pertain to this, please bring that information forward to see if others can take advantage of what other jurisdictions, groups, etc. are doing. Mr. Delesandro stated that they are starting a program in New Jersey to create a mentoring bank to draw upon retiring and retired code officials to work with students and/or new hires. It will be on a volunteer basis and is still in the infancy stage. Ms. Springer is interested in the feedback that comes out of the program including positives and obstacles in the implementation; she will create a task in the work plan. Mr. Boso added that at his last past president's meeting, they stated they will spear head a mentoring program to develop those in the profession and coming into the profession. Similarly, when Ms. Springer was at her last Chapter meeting, they decided to do a program similar to ICC in that the past presidents will work with new building officials to orient them with how the ABM works and give pointers in networking. Mr. Boso stated that there is a video to promote the profession; they sent out the draft and he will check and see if he can share that. They are making one for high school and college students and then one for people in the trades.
6. ICC High School Program- it ties into the NIBS survey item. It is included to be sure it is on the radar and EC members do whatever possible to support the program. GR reps are reaching out to the Chapters in each of the states. EC members are challenged to think of ways to support the program.
7. Special Inspection Training—this came out of the New Orleans meeting. Ms. Springer will work with CC member, Ken Morong, on a list of potential training /contacts for special inspectors since there is currently a lack of training. Ms. Springer to follow-up with Mr. Morong. Mr. Reid added that he spoke with Mr. Morong at length, and Mr. Reid recommended that Mr. Morong's company become a Preferred Provider and offer training.
8. Gather input regarding Member expectations and provide feedback to the ICC Board of Directors, PDC and ICC staff.—Mr. Reid suggested creating a survey for distribution to Chapters and Members seeking input and then review the comments. Ms. Springer will draft up a message with a survey and have the committee review along with Ms. Davis and

Director Gonzales. Ideally, it will be distributed to Chapter president and Education Chair as a first step, followed by individuals. Ms. Springer thinks it will be a survey monkey with 4 or 5 general questions. Mr. Boso asked if there is a way to have a phone conference call with some of the Chapters. Ms. Springer stated that a follow-up conference call would be a good way to discuss the survey with the respondents.

9. Discuss and propose strategic initiatives for the ICC Education Program
Ms. Springer to check in with Ms. Davis and Director Gonzales to make sure the work plan is on track and appropriate as an objective for the EC.
10. Review and recommend improvements to the ICC Preferred Provider Program. This is ongoing. Mr. Reid suggested signing individuals to a specific task, particularly contacting potential industry Preferred Providers and coming up with a list of potential contacts to become PPs. He also suggested that the renewal process be used as a source for comments and input from current Providers. Ms. Springer asked Mr. Reid to create some comments and/or questions for the renewal process. Staff can potentially put together a list of questions and/or comments.
11. Assist staff in the planning and facilitation of educational programs when requested. Assist with the maintenance and promotion of positive Chapter relations as they pertain to Training and Education.
This was touched upon by the other items, particularly number 10.

Another draft of the work plan will be forwarded to all the members for review.

6. Update Preferred Provider Program

Mr. Naderi indicated there are currently 278 total active providers/367 total number of applications. The next step is to reach out to those that haven't renewed to see why they haven't. Mr. Reid added that this is what he was driving at with using the renewal process to solicit for comments and feedback. For instance, there may be cases where Providers may want to renew, think they have renewed but haven't. Mr. Naderi will develop a list of those Providers due for renewal and have not renewed for the Education Committee.

Ms. Springer suggested that perhaps ICC GR reps should remind Chapters of submitting their annual reports for their chapter benefit before their meetings—at the same time, they could remind them of renewing their PP status.

Mr. Naderi wanted to let everyone know that the changes were made to the Preferred Provider Manual that were suggested at the last meeting in New Orleans.

7. Technology Updates

a. Learning Management Systems (LMS)

Ms. Lendi let everyone know that the RFP was sent.

b. Committee Website update

This item was covered previously in Item 5.1.

c. Google docs update

This, too, was covered under 5.2 above.

Ms. Springer wanted to add that Millennials have a different mindset for learning and a different approach. This will be a key item to attract future code officials. Ms. Lendi added that classroom

learning is no longer the norm and online learning is something that younger audiences prefer; ICC will need multiple mediums to draw in multiple audiences.

8. Follow-up on ABM Presentations

Ms. Springer wanted to touch base with everybody and with Mr. Reid as a member of the host Chapter on the upcoming program. The host chapter looked at some of the classes the EC did not select and there was a lot of enthusiasm for the class on the Permit Process, which fulfills the needs of contractors, building inspectors and permit techs. The second class was suggested by a member of the planning committee was a class called Medical Facility Requirements in the NEC. Mr. Reid had the pleasure of taking this class and the instructor was dynamic and compelling, especially since it is on the electric code. Ms. Springer asked if the Education Committee will see a list of those courses. Ms. Street filled those in the slots left for the Host Chapter—they do not have to be approved by the Education Committee. Ms. Street will send out the program thus far with the caveat that staff is still waiting for the Building Membership Council to make their submission. Ms. Street did ask the Sustainability Council to make a new submission especially since the description was specific to Los Angeles. Their new topic will be “What is IgCC?” which will discuss the green code in general terms. Mr. Reid wanted to add he has some biographical information and a description for the additional class and will soon be available to provide a copy of his PowerPoint.

9. Other Business

Mr. Boso asked if anyone will be attending the upcoming code action hearings. Mr. Reid and Mr. Camp confirmed they will be in attendance. Mr. Reid stated that he planned to get together with Ms. Davis on Sunday night with Tim Ryan to touch bases with the 2017 planning committee.

Mr. Naderi wanted to let everyone know that a partner is working on online simulation based training on the IRC; it will be a very high-level, visual, training. This is near finalization and would like to send the EC members a link to provide feedback, not from a technical perspective, but from a user perspective.

10. Adjourn Meeting

The meeting was adjourned at 11:42am PT.



**International Code Council
Education Committee**

April 28th, 2016
Conference Call

01:00pm ET/12:00pm CT/11:00am MT/10:00am 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 Liaison:	Gilbert Gonzales
ICC Staff:	Tracy Lendi Hamid Naderi Allison Street Casey Thomas

MINUTES

The meeting was called to order at 10:02PT by Education Committee Chair, Nancy Springer.

1. Roll Call

Executive Assistant, Casey Thomas, confirmed that everyone was on the call with the exception of PDC Chair, Cindy Davis and Director Gonzales.

2. Approval of the Agenda

Mr. John Delesandro motioned to approve the Agenda. EC Vice Chair, Sean Reid, seconded. The Agenda was approved unanimously.

3. Educator of the Year Application

The Educator of the Year application was distributed to the members prior to the meeting. Ms. Lendi sent some comments previously and was wondering if there is a way for the application to be submitted online. Ms. Thomas answered that at this time this award should match the submission process of the other awards. Next year we can look at an online application. The last question was in regards to the submission of photos and DVDs—that looks outdated. Ms. Springer answered that when one submits a nomination, there is the potential of using whatever materials that span a person’s career and there may not be digital items available. Mr. Delesandro suggested that “URLs, social media, etc.” be added to broaden it and include digital mediums.

Ms. Springer continued to review each section of the application. Ms. Thomas made note of the changes that the EC members requested to make sure the criteria for scoring is addressed in the application. Ms. Thomas will circulate the final product after the call for the EC members to review and approval. Once approved, the application will be posted on the website.

4. ABM presentation follow up

Discussion ensued on the upcoming ABM.

-Host chapter update

This was previously provided at the last meeting.

As we get closer to ABM, Ms. Street reminded the EC members that she will be in touch to sign members up to scan people into the education courses as well as potentially assist on the tours.

5. Update Preferred Provider Program

Mr. Naderi gave the update for the Preferred Provider Program. We are approaching 300 active Preferred Providers. The work on the website continues and there will be a user-friendly update so there is less scrolling. There will soon be a link to Certification and Testing renewal and the payment process will be improved so payment can be taken right on the PP website. Finally, PPs will be able to upload their rosters for participants to print their certificates of completion. Going forward, there will be more information in the e-News on the PPP and its progress, especially since 300 total providers is looming.

6. Other Business

Ms. Springer wanted to bring up the fact she drafted an e-mail to Government Relations in regards to the Chapter Education Benefit and how Chapters need to get their Annual Reports submitted for the Chapter to receive their benefit. The email encourages GR reps to get together with the Chapter Presidents to make sure this gets done.

During the call, Ms. Thomas sent out the revised Educator of the Year application with the changes discussed. Mr. Delesandro motioned to accept the Educator of the Year application. Mr. Reid seconded. The application was approved unanimously.

7. Adjourn Meeting

Mr. Dave Horras motioned to adjourn the meeting. Mr. Sean Reid seconded. Unanimous approval. The meeting was adjourned at 11:10 PT.



**International Code Council
Education Committee**

May 10th, 2016

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 Liaison:	Gilbert Gonzales
ICC Staff:	Karla Higgs Tracy Lendi Hamid Naderi Ron Piester Allison Street Casey Thomas

MINUTES

The meeting was called to order by Education Committee Chair, Nancy Springer at 01:05pm PT.

1. Roll Call

Executive Assistant, Casey Thomas, called roll. Dave Horras and PDC Chair, Cindy Davis, were absent. Director Gilbert Gonzales joined the call in progress. A quorum was present.

2. Conflict between “Leadership Day” and the Chapter Presidents Meeting at the ABM

Ms. Springer asked Manager of Training and Education, Allison Street, to explain the issue. Ms. Street began by reminding the group that as it stands, a leadership day is scheduled for Monday. This would include all of the courses, such as mentoring and Building Department Administration that are applicable to leadership with the exception of the *Journey to Leadership* course by the Past Presidents, which is scheduled for Tuesday afternoon. The conflict lies in the fact that there will be leadership training while the Chapter Presidents are tied up with their meeting. Ms. Street went on to say that one of two things can be done: 1) Keep the schedule as is or 2) somehow integrate the Chapter President’s meeting into the leadership track. Discussion ensued. Mr. Jeff Camp reminded everyone that the education program was approved by the ICC Board and everyone should be cognizant of that.

After further discussion, Ms. Street proposed that the time frame for the afternoon session be moved a half hour ahead so it would now be 04:00pm to 05:30pm, which would allow the Chapter Presidents to participate in the later session which will be the same as the earlier one. All Education Committee Members agreed to this change.

3. Other Business

Ms. Street stated that Vice President of Training and Education, Tracy Lendi, has expertise in the area of mentoring and proposed that she develop a course for the mentoring sessions for the leadership track on Monday. All members agreed that this was a good idea. There was further discussion on what aspect of mentoring should be covered i.e. creating an environment conducive to mentoring vs. specifics to fostering the mentor/mentee relationship.

Finally, Mr. Hamid Naderi, Sr. Vice President of Product Development reminded everyone that there were still open slots on Monday afternoon. These slots are there in case the Board or others have another course to add. Suggestions were made in case those slots were not filled, including making those rooms a lounge for participants to discuss the courses.

4. Adjourn Meeting

The meeting was adjourned at 01:29pm PT.



**International Code Council
Education Committee**

July 13th, 2016
Conference Call
02:00pm ET/01:00pm CT/12:00pm MT/11:00am PT
Call In: 800-910-8278
Conference #: 9574349

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 Liaison:	Gilbert Gonzales
ICC Staff:	Tracy Lendi Hamid Naderi Allison Street Casey Thomas

MINUTES

The meeting was called to order by Education Committee Chair Nancy Springer at 11:03am PT.

1. Roll Call

Ms. Springer asked Executive Assistant, Casey Thomas to call roll. All Education Committee members were present. Director Gilbert Gonzales and Vice President of Training and Education, Tracy Lendi were absent. Quorum present.

2. Approval of the Agenda

Ms., Springer noted that Manager of Training of Education, Allison Street sent information for the Education tours at the ABM prior to the call. Ms. Springer asked that Ms. Street's item be added to Other Business. Mr. Jeff Camp moved to approve the Agenda with the addition. Education Committee Vice-Chair Sean Reid seconded. The Agenda was approved unanimously.

3. Approval of Minutes

- March 24th 2016 Minutes
- April 28th 2016 Minutes
- May 10th 2016 Minutes

Ms. Springer proposed that the Approval of all three sets of the Minutes be approved in a single motion. Hearing no objection, Mr. Michael Boso moved to approve the Minutes as presented. Mr. Camp seconded. The Minutes for all three meetings were approved unanimously.

4. Educator of the Year Selection

Prior to the meeting, each member of the Committee received score sheets for each of the candidates. Those results were tallied and discussed. There were two candidates and it was finally narrowed down to one. Mr. Camp motioned for Steve Burger to be selected as Educator of the Year. Mr. Dave Horras seconded. The motion was approved unanimously. Ms. Thomas will get the selection over to the Awards Committee for final approval.

In follow-up discussion, it was suggested that “golf scoring” be applied next year, since each individual committee member scores differently. This way each person ranks each candidate and the candidate with the lowest score is the Educator of the Year. Mr. John Delesandro motioned that next year, the ranking system be employed for scoring. Mr. Michael Boso seconded. The motion was approved unanimously.

5. 2017 Spring Institute with BPI Briefing

Mr. Hamid Naderi began this agenda item by reviewing the T & E Institute program. ICC puts on about 10-18 Institutes per year that cover various topics including such new topics as Leadership, Building & Fire Safety Principles, Residential Building Inspector Academy (includes an exam) and Multi-generational Communication. Next year, an Institute will be held in Arlington, Texas since there is not a Group C Code Hearing. BPI also holds an Institute in Arlington each spring. Rather than compete, ICC and BPI will hold a joint institute with an expanded education program. The dates will be May 22nd to May 25th, 2017. This will be a test run for now before it becomes a part of ICC’s Institute schedule. The ICC topics will be geared toward a national audience, whereas BPI will have topics that are geared toward the regional audience. An e-blast will be sent that summarizes the event.

6. Update Preferred Provider Program

Mr. Naderi briefed the Committee on the updates to the Preferred Provider website. [REDACTED]

[REDACTED] Currently, there are volunteers that are testing the system for uploading rosters. Ms. Tracy Lendi is working on written communication to those Providers who haven’t renewed. Ms. Springer will wait until staff completes their outreach. Upon completion, she will give assignments to EC members to follow up with those that haven’t renewed as part of the work plan to see why they haven’t renewed.

7. Other Business

ABM Education Tours

Ms. Street went over the handout of Education Tours that was previously distributed. In order for the tours to be accredited, they need a code expert to guide the tours and answer questions plus insurance so those taking the tours earn CEUs. Ms. Street will need code expert volunteers for the tours and any suggestions are helpful.

Volunteers for scanning will also be needed on Monday afternoon and all day on Tuesday.

Mr. Delesandro asked if there was any progress on special inspector training for the PP program. Ms. Springer replied that she has to follow-up with Ken Morong from the Certification program.

8. Adjourn Meeting

Mr. Delesandro motioned to adjourn the meeting. Mr. Horras seconded. Unanimous approval. Meeting was adjourned at 12:06pm.



**International Code Council
Education Committee**
December 1st-2nd, 2016
In-Person Meeting
Dallas, TX
08:00am CT

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

ICC Staff:	Laurence Genest
	Mark Johnson
	Tracy Lendi
	Hamid Naderi
	Allison Street
	Casey Thomas

MINUTES

- I. Call to Order**

The Education Committee meeting was called to order at 08:09am CT on December 1st by Education Committee Chair, Nancy Springer.
- II. Roll Call**

Ms. Springer asked Executive Assistant, Casey Thomas, to call roll. All members were physically present, with the exception of Mr. Sean Reid, who was present via conference line. Quorum was established.
- III. Review and Approve Agenda**

Mr. Dave Horras made a motion to approve the agenda. Education Committee Vice-Chair, John Delesandro seconded. The agenda was approved unanimously.
- IV. Review and Approve Minutes from July 13th, 2016 Teleconference**

Mr. Delesandro motioned to approve the Minutes. Mr. Horras seconded. Minutes were approved.
- V. The Business Side of T & E**

Vice President of Education, Tracy Lendi, explained that this agenda item was included in order for the Committee to better understand how the ICC training department works internally and to have the Committee and department better leverage each other and work together.

She covered the two sides of the department: the business and the service side. This is further broken down into 3 different units: Training Service/Team Support/Business Development.

She briefly went over the financial structure, the cost centers and the budget goals. She discussed how the Education Committee can help support those goals from a topical and geographical standpoint. For example, identifying new markets, helping to channel Member issues, support for the Preferred Provider Program and help encouraging Chapters to hand in their Annual Reports for the Chapter Education Benefit.

VI. ABM Education Courses (2016)

Manager of Training and Education, Allison Street reviewed the survey results of the ABM Education Courses. The attendance was off because the scanners were not functioning properly. 90 minute courses were the preferred format followed by 3 hr. courses. She also stated that having the host committee select courses helped contribute to the success of the program.

Looking to 2017, there will be more rooms and building tour space. There will also be a combined call for the education courses with the pavilion courses. The call for Education of the Year will also be earlier in 2017.

VII. Traditional Institutes and Open Enrollments

Ms. Lendi reviewed the schedule for 2017 Institutes. She asked the Education Committee for support and suggestions including, soft skill topics, states that are not covered, code topics not covered and partnerships for training space.

VIII. BPI Program

The tracks for the BPI program will be as follows:

1. Leadership (new)
2. Building Safety
3. Residential Certification Academy
4. Multigenerational Communication in the workplace

All the tracks will be 3 days with the exception of the Residential Certification Academy, which will have a 4th day for the test.

Break: 11:36am CT

Resume: 12:39pm CT

IX. Certification Curriculum

Ms. Street explained that T & E was exploring job title certifications. [REDACTED]

[REDACTED]

- X. Certification Test Academies**
- A. B1 Residential Building Inspector- at BPI Institute
 - B. B2 Commercial Building Inspector-Alaska
 - C. CS Code Specialist- Region III, Chaska MN

Ms. Street stated that the three topics listed are the 3 academies that have been developed thus far. She and Ms. Lendi briefly discussed the format, what will be covered and the dates they are scheduled. Ms. Lendi asked the Education Committee to help identify groups and regions that would be interested in the Academies as well as any topics that should be covered. Ms. Street reiterated that the Academies do not train to the test.

XI. Contract Trainer Program

Ms. Lendi stated that T & E relies on contract trainers. She has been working on streamlining and formalizing the contract trainer process. [REDACTED]

[REDACTED]

XII. Fire Program

[REDACTED]

It was decided that a survey will be developed in conjunction with marketing and the ICC Fire Services rep to better address the training that is needed for the fire programs.

XIII. Learning Management System (f/k/a ICC University)

Ms. Lendi outlined the concept of the Learning Management System. Basically, the new Learning Management System (LMS) will break the wall between Training and Certification. The LMS will include both training courses and the ability to sign up for an exam and when it is ready, be able to take an Internet Based Exam. It will be linked to the various ICC databases and it will be able to hone in on certain groups for direct marketing. [REDACTED]

Mr. Delesandro motioned for the Meeting be adjourned for the day. Mr. Michael Boso seconded. All were in agreement. Meeting was adjourned at 01:56pm CT on December 1st, 2016.

December 2nd, 2016

The continuation of the Education Committee meeting was called to order by Education Committee Chair, Nancy Springer at 08:37am CT. All members were in attendance including Mr. Reid via teleconference. A quorum was present.

XIV. Education Committee Website on ICCsafe.org

Ms. Lendi explained the current status of the ICC Safe website. Discussion ensued on the best way to access the information pertinent to the Education Committee and Professional Development Council.

XV. Preferred Provider

Sr. Vice President of Product Development, Hamid Naderi, reviewed the current statistics for the Preferred Provider Program. He also covered the 3 types of renewal letters that are being sent to current Preferred Providers 1) to those that applied but never followed up with courses or payment 2) to those who have expired, but have not renewed 3) those that have a renewal coming soon. The Preferred Provider website has also been updated so now Preferred Providers can upload their rosters from courses and participants can print out their certificates. The Preferred Provider guide should also be updated and perhaps make a navigational guide that will include both pictures and videos. This should be discussed by the Education Committee at a future meeting.

Ms. Lendi floated the concept of a "Platinum Provider." It is envisioned that those that sign up with this will be offered more exposure on ICC sites, including ICC U and have other benefits. This too will be further discussed at a future meeting. Another issue is the auditing of the Preferred Providers. Each Education Committee member provided his/her views on auditing. Many felt there should be a comment section on Preferred Provider website.

[REDACTED]

XVI. Other Business

Ms. Springer stated that she will review the list and tasks will be assigned to the Education Committee.

Executive Vice President & Director of Business Development, Mark Johnson, gave an update on ICC happenings on the international scene including his recent travel to Saudi Arabia and Dubai.

XVII. Adjournment

Mr. Delesandro motioned to adjourn the meeting. Mr. Boso seconded. Meeting adjourned at 10:40am CT.