



**International Code Council  
Education Committee**

March 24<sup>th</sup>, 2016  
Conference Call  
01:00pm ET/12:00pm CT/11:00am MT/10:00am PT

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EC Chair:	Nancy Springer
EC Vice-Chair:	Sean Reid
Committee Members:	Michael Boso Jeff Camp John Delesandro Dave Horras
PDC Chair:	<del>Cindy Davis</del>
ICC Board Liaison:	<del>Gilbert Gonzales</del>
ICC Staff:	Tracy Lendi Hamid Naderi Allison Street Casey Thomas

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**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 25<sup>th</sup>, 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 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.