



**International Code Council
Professional Development Council**

**December 2nd, 2016
Dallas, TX
11:00am CT**

PDC Chair: Cindy Davis

~~ICC Board Liaison: Brenda Thompson~~

| CC Members | EC Members |
|---------------------|-------------------|
| Abdulahakim Bayyoud | Michael Boso |
| Gerard Cattani | John Delesandro |
| Rick Hopkins | Dave Horras |
| Ken Morong | James Lake |
| Autumn Wollmann | Sean Reid |
| | Nancy Springer |

ICC Staff: Mark Johnson
Laurence Genest
Tracy Lendi
Hamid Naderi
Ron Piester
Michelle Porter
Allison Street
Casey Thomas

MINUTES

1. Call to Order

Professional Development Council Chair and Director, Cindy Davis, called the meeting to order at 11:15am CT. Director Davis asked that everyone briefly introduce him or herself.

2. Roll Call

Director Davis asked Executive Assistant, Casey Thomas, to call roll. All Certification Committee and Education Committee members were present. Mr. Sean Reid was present via teleconference. ICC Director Brenda Thompson was not present. A quorum was established.

3. Approval of Agenda

Education Chair, Nancy Springer made a motion to approve the agenda. Mr. Hakim Bayyoud seconded. No discussion. The Agenda was approved.

4. Approval of Minutes

- February 26th, 2016 Meeting

Ms. Springer motioned to approve the Minutes. Mr. Dave Horras seconded. Minutes were approved.

-September 26th, 2016 Teleconference

Certification Committee Chair, Autumn Wollmann motioned to approve the Minutes. Mr. John Delesandro seconded. The Minutes were approved.

5. Certification Committee Update

Director Davis asked Ms. Wollmann to report on the activities of the Certification Committee from the day before. The CC reviewed the CC Rules of Procedure as well as certain parts of CP-45, which governs the PDC. Of note, there was clarification needed on the term limits of the members of the Exam Development Committees (EDC). As it stands, a member can serve two terms on a single EDC and then immediately apply for another EDC after completing those two terms. No action needed to be taken, but the CC should take note of prior EDC service by potential candidates before EDC appointment. A lengthy discussion was had on the number of exam attempts within a specific time period per the CC rules. It was requested to be increased. A motion was made that as of July 1, 2017, the number of exam attempts within a six month period will be increased from 2 to 6 with no waiting time in between. The CC rules will be reviewed again at a future meeting.

Discussion was had on the draft criteria presented for an Assessment Based Certification program. Questions arose regarding cost effectiveness and whether the certificates would require renewal. Also, it is critical that there be a clear distinction between a certificate and a certification to avoid market confusion. Staff will finalize the draft criteria and it will be presented to the Education Committee for input at a future date.

Staff informed the CC of the status of Internet Based Testing (IBT); the launch will be near the end of first quarter 2017. Pencil-paper testing will be 'sunsetting' December 31st, 2018.

The CC had further discussion on the Special Inspector plan sets. Staff reported that after talking to inspection agencies and large jurisdictions, most were okay with the plan sets being digitized for exams. A motion was made and passed to allow the digitization of the Special Inspector plan sets.

The CC heard one hearing and two appeals as well as reviewed applications for 16 EDCs and made appointments.

Several outside requests were relayed to the CC for discussion and review. One such item presented by the Sustainability Membership Council will be up for discussion by the entire PDC. The request to create a Certified Sustainability Professional was added to other business.

12:19pm

Break

12:42pm

Reconvene

6. Education Committee Update

Director Davis asked Ms. Springer to report on the activities of the Education Committee from the previous day. There were 17 items on the EC agenda. Staff reviewed the business side of Train and Education, including revenue and budget as well as the challenges. The EC reviewed the ABM stats, surveys and feedback. 90 minute training is preferred over 3 or 6 hour. There was concern that the Educator of the Year award is not presented at the ABM. Staff also went over the institute schedule for 2017 and challenged the EC to come up with ideas for new soft skill institutes such as technology, terrorism and social media. The upcoming BPI institute was also discussed along with the tracks that ICC will provide. A lengthy discussion was had on the possibility of job title curriculum and the necessary job experience. The EC also covered the status of the website, the current statistics of the Preferred Provider Program and global training. ICC University was demonstrated and explained, including the addition of Certification into the system. PDC support is necessary. A motion was made for the PDC to formulate a general letter to staff that would encourage the simplification and consolidation of training and certification to enhance the user experience via ICC University. Ms. Springer made the motion, Ms. Wollmann seconded. The motion was passed unanimously. Finally, it was determined that an appeals process is necessary for the Preferred Provider Program applicants who are denied. This item should be added to the next agenda.

7. Other Business

-Solar Training and Certification

It was mentioned at ABM that SRCC received a training grant the PDC was looking for clarification. Executive Vice President, Mark Johnson, explained that SRCC had a grant with other entities to do some training.

-Communication Plan

Director Davis stressed the importance of effective communication between the EC and CC. Since both do so much, it is imperative that the right hand know what the left is doing. Any suggestions to foster that communication are welcome. Vice President of Marketing, Laurence Genest asked Tracy Lendi, Vice President of Training, if there was a forum on the new Learning Management System for interaction such as this. Dr. Lendi stated she would look and see if there was an option that could be available to PDC and staff.

-Sustainability Membership Council request

The Certification Committee had a teleconference with Doug Wise of the Sustainability Membership Council. The Sustainability Membership Council is interested in a designation that would comply/compete with LEED designation. It would be Green Building layered with a designation as a certified sustainability professional. It would use the existing certifications- all of the energy, one of the green + AIA or CBO or MCP or PE or CFM = sustainability Professional.

At this point, it will be left with staff to research.

8. Adjournment

Director Davis thanked everyone for all of their hard work and support. Mr. Delesandro motioned to adjourn the meeting. Mr. Horras seconded. Meeting was adjourned at 02:03pmCT