



**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.