



**International Code Council  
Education Committee**

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

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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

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**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 21<sup>st</sup>, 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 24<sup>th</sup>, 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?**

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2 Discuss and propose strategic initiatives for the ICC Education Program

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

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

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

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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?**

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## 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**