



Education & Training Committee

Meeting Minutes September 16, 2020

1. Welcome

- 2. Committee Attendees:** Monica Heil, Tim Plath, Jupe Hale, Mindy Carlson, Dan Fick, Dave Hutton, Zach Johnson, Steve Klein, Chris McKenzie, Sue Polka, Jeff Radick, Jeanine Reardon, Kevin Schlangen, Rick Shomion, Bert Tracy.
Guest attendee: Wally Wysopal.

3. Review/consider approval of June 3, 2020 Meeting Minutes

MOTION: Motion made by Rick Shomion, seconded by Tim Plath, approving the minutes of the June 3, 2020 Education & Training Committee meeting. Motion carried.

4. Updates (if applicable)

- a) All classes are being offered this year (except HR for Public Works, low enrollment)
- b) UUCIS (Anna, Steve)
 - First 3 sessions in virtual format, experience last year.
 - Going well, speakers are comfortable with technology and virtual format
 - Almost full in Bloomington (20 signed up), Iowa (1 registered Ames; 0 – Cedar Rapids)
 - Easton Utilities, Easton, Maryland; 3 inspectors will register and sign-up shortly.
 - Potential training budgets are being decreased and weather hit in Cedar Rapids.
- c) Public Works Certificate Program
 - Met with instructors, U of M, E & T reps to debrief on last years' experience.
 - Good feedback from students last year.
 - Virtual format was well received by students, almost preferred by students.
 - Future offerings will need to consider the balance between virtual and in-person.
 - Fall Semester
 - Starting virtual, doubtful there will be in-person this semester.
 - 3 classes full, all have waitlists in the 10-15 student range.
 - Spring Semester
 - Currently open for registration
 - Two classes have 7 and 9 confirmed registered students.
 - TBD virtual vs in person.
- d) Leadership Academy
 - Leadership Academy
 - Graduation for 2019-2020 class was held, but visitors were not able to be accommodated due to COVID restrictions.
 - Offered in-person this year.
 - Social distancing is possible for up to 15 students (11 currently enrolled).
 - Training budget decreases leading to lower enrollment.
 - In-person offering leading to lower enrollment.
 - Virtual offering wasn't possible in 2020-2021 due to guest speaker arrangements and Thursday/Friday format.
- e) Fall Expo (Rick)
 - Fall Expo

- Cancelled due to COVID uncertainties.
 - Looking forward to resuming next October.
 - Returning vendor booth registrations.
- f) LTAP (Mindy)

- Demo Day, May 2021 TBD.
- Moved a lot of training offerings virtual.
- Transition to Leadership
 - Cancelled in-person to Leadership class.
 - Being offered virtually in November.
- Management and Operations
 - Being held virtually in November.
- Tips for Public Speaking
 - Webinar yesterday.
 - Over 100 attendees.

5. Old Business

- a) Fall Workshop and Conference
- Chapter decided not to hold in-person conference this year due to COVID concerns.
 - Planning Committee developing a series of web presentations.
 - Workshop Portion
 - Fleet Certification can be delivered virtually.
 - Not planning to hold a separate workshop virtually.
 - Planning to hold Fleet Certification in-person at 2021 Fall Workshop.
 - Graduates and scholarship recipients will be acknowledged virtually; more information to follow.

6. New Business

- a) Scholarship Budget
- Background
 - Cancelled 2 conferences which generates revenue for the chapter, including scholarships.
 - Chapter budget needed to be adjusted accordingly.
 - Each committee submitted adjusted budgets to Executive Committee.
 - Diversity Committee award reduced to \$1,500 (account 899).
 - Food and beverage budgets reduced for all committees.
 - Scholarship Budget
 - Currently have \$10,000 in unclaimed scholarship checks (\$20k+\$10k+\$2.5k).
 - \$2,500 from Chapter and \$2,500 from Kasma family for 2020 scholarship (\$5,000 total).
 - 2 UUCIS scholarships (CPII)
 - No NW Water Utility funds.
 - No ELA scholarship.
 - Reviewed APWA-MN Policy for Accepting Donations to Scholarship Funds for Named Scholarships.
 - E & T Committee has been tasked with – What is the appropriate scholarship amount for next year? How might we split the total budget we have for multiple scholarships?
 - Conclusion is to propose offering one (1) \$3,000 and one (1) \$2,000 to be confirmed at E & T meeting in February.

7. Next Meeting – February 3, 2021 (*location of meeting may change*)

8. Meeting adjourned at 12:30 pm.

Dated: 9/16/2020

By: Tim Plath