



Education & Training Committee

Meeting Minutes March 4, 2020

1. Welcome

2. Review/consider approval of February 5, 2020 Meeting Minutes

MOTION: Motion made by Andy Brotzler, seconded by Dan Fick, approving the minutes of the February 5, 2020 Education & Training Committee meeting with one amendment to the minutes changing the date of Demo Day to May 7, 2020. Motion carried.

3. Updates (if applicable)

a) UUCIS (Dave, Steve, Chris)

- Spring conference: Dave to contact representatives in the Fargo/Moorhead area to see if there is any interest of participating in the training via video conference. Need to confirm locations by May. Locations to be posted in June.
- Last session for graduation: Dave has already reached out to Russ Matthys to attend.

b) Public Works Certificate Program (Monica)

- FY2021-FY2022 Approved contract with the U of M cost for the program is \$3,400 (\$150 increase).
- Starting earlier this year at 2:00pm.

c) Leadership Academy (Monica)

- Spring Conference Graduation – graduates are invited to attend conference sessions for the day, to be recognized for their accomplishment, and service opportunity if they so choose.
- Graduates should be made aware of the need to be appropriately dressed for afternoon service opportunity if they choose to participate– Monica to communicate to Wally.

d) Roadway Maintenance and Demo Day (Mindy & Rick)

- Northland ATSSA How-To Conference will be held March 16-18, 2020 in Fargo, ND. This year's conference topic is Pavement Markings.
- The Fall Maintenance Expo in St. Cloud is scheduled for October 7 & 8, 2020. Presentation topics are currently being developed.
- The Minnesota Roadway Maintenance Training and Demo Day will be held on Thursday, May 7, 2020, from 7:45 a.m. to 3:00 p.m. (registration begins at 7:00 a.m.) at the Otter Tail County Highway Facility, 23600 County Hwy 1, Fergus Falls, MN. There are 80 registered participants so far for the event.

e) LTAP (Updates/Opportunities (Mindy)

- Various pavement maintenance and management courses are taking place classes right now.
- Management Operations and Maintenance Fundamentals course will be held on March 5, 2020, from 8:30 a.m. to 4:30 p.m. (registration begins at 8:00 a.m.) at the Medina Entertainment Center, 500 Highway 55, Medina, MN 55340. Location was changed due to scheduling conflict with previous locations. Registration for the course is full (50 seats). Due to the demand, this may be offered again in the fall.

4. Old Business

- a) Midwest Regional Water Utility Management Institute Sponsorship
 - Executive Committee approved increased level of sponsorship for the 2020 Midwest Regional Water Utility Management Institute.
- b) Scholarship Criteria (*attached*)
 - Construction Management: Scholarship application samples attached in the packet. Discuss adding construction management and GIS to the criteria in the 4-year degree program language in the application. Committee was supportive of both additions. Dan Fick to come up with the draft language. Monica will take the Executive Committee for approval.
 - Sue did some research on other states scholarship programs. Texas does 2 scholarships: one for the Board members and one to professional development. Committee expressed interest in encouraging young professionals to attend the PWX conference and or spring conference. The stipend we offer does not pay for the entire cost. Monica to add this topic as a future Executive Committee discussion item.

5. New Business

- a) 2020 Fall conference Topics (Monica, Tim, Kevin)
 - Asset Management: Suggest this should be a standalone topic to reduce the risk given cost to present and unknown level of interest. Looking for a sponsor location to host the workshop to reduce facility costs. Checking with IAM to see if there would have some vendor support.
 - Fleet Certificate: There is some definite interest in this topic. Tentative pricing is \$1000 for the information (does not included all the copies of the materials). Need for 3-4 presenters 8-hour day. Local chapter would pay travel expenses for the presenters. Vendor support is likely. Kevin gave a brief overview of the session and recommends keeping all the content. There could be 100+ interested in attending this session based on other fleet-related offerings in the area. Kevin will talk to National on the contract and forms needed. Committee can start asking for sponsorship now. Sponsors would get a table and logos on printed the materials. Need this information by the end of July.
 - Self-Assessment Accreditation Workshop: This should be a standalone topic. Committee needs to try to find some agencies to partner up with for this workshop. Monica to discuss with the Executive Committee.
 - Monica to talk to U of M to find out what space is available, and all the costs associated with the Fall Workshop.

6. Next Meeting – June 3, 2020 (*location of meeting may change due to room availability*)

7. Meeting adjourned at 12:41 pm.

Dated: 3/4/2020

By: Tim Plath and Monica Heil