

NDSEB Education Advisory Committee Meeting Minutes

Wednesday, February 17, 2021

The NDSEB Education Advisory Committee meeting was called to order at 8:30 a.m. by Executive Director James Schmidt at the office of the North Dakota State Electrical Board, at 1929 N Washington Street, Suite A-1, Bismarck, ND.

The committee members were present were, Tim Pull – Master Electrician Representative, Steve Mundahl – Journeyman Representative, Jeff Kirstein – IEC Dakotas, Christian Opp – Apprentice Educator Representative, Adam Kidwell – JATC, Ivan Maas – NDSCS, Brian Poyokko – Professional Engineer Representative, James Schmidt – NDSEB Executive Director and Scott Halle – NDSEB Training & Compliance Administrator. Also, present was Ashley Windhorst – NDSEB Assistant to Executive Director. Committee member absent was Brian Fuder – NDSCS Apprenticeship Program.

James Schmidt reviewed the agenda and then proceeded with reviewing the term limits for each committee member position. A sign in sheet was passed around to ensure correct contact information of each member.

James Schmidt indicated these committee meetings are subject to open records; therefore, they will be noticed on the governor's webpage. The requirements of open meetings were reviewed and discussed.

James Schmidt indicated the committee would be reimburse mileage, hotel and meal allowance as allowed by NDCC 44-08-04 & 54-06-09. Hotel receipts will need to be attached to the reimbursement form. The current mileage rate is 56 cents per mile.

Some of the work for the committee may consist of:

- Determine the important components of an education program.
- Determine and set minimum requirements as well as a process to approve college programs and apprenticeship programs.
- Periodically audit approved related training and college degree programs

The committee discuss having a matrix for the exams. The state of Minnesota has a matrix for each exam, which simply lets applicants know what to expect on the exams and provides examples.

The committee discussed cultural problems and how personalities and expectations differ.

The committee discussed starting on the guidelines for related training and possibly provide a matrix letting Let people know what to expect, minimum requirements and provide examples.

The committee discussed how often to meet and whether to meet in person or via zoom. The consensus was quarterly meetings may be appropriate with additional meetings as required to get going. Another consensus was to make it optional to attend in person or via a webinar-based program.

The committee set the next meeting for Wednesday, March 31, 2021 at 8:30 a.m.

At 10:00 a.m., the committee recessed for a short break.

At 10:15 a.m., the committee reconvened.

The committee discussed the requirements for apprenticeship training classes. Discussed the number of hours, appropriate timeframe to complete, and if a certain number of hours should be required per year.

The committee discussed CEU class attendance, class topics, online vs. classroom, and CEU credits transferring to another state.

At 12:00 p.m., the committee recessed for a short break.

At 12:30 p.m., the committee reconvened.

The committee discussed what to work on for the next meeting:

- Electrical core class minimum requirements
 - Sheet will be emailed for completion
 - Review at the next meeting
- What qualifications do these instructors have?
 - If a company has an approved program – who’s qualifying their instructors?
- Suggested Board have an infographic listing steps for becoming an electrician.
- Discuss having a baseline for related training programs along with a list of approved electives.
 - Reviewed list of course names and suggested minimum requirements for each.
 - Each provider will fill in their information to review at the next meeting.
- College degree minimums will also be completed and reviewed at the next meeting.
- Review NDSEB website for updates and possible infographic
- Ideas on how to enforce and audit related training programs and instructor requirements.
- Ideas for industry promotion.
- Add to list of requirements to include syllabus information, instructor vetting, transcripts, roster requirement, etc.

The committee discussed changes with technology and use of code books vs. applications.

The committee discussed the vacancy of the PLE committee member. James Schmidt indicated no applications were received for this position; however, if someone applies in the future it would be reviewed by the Board.

James Schmidt asked the committee to email their agenda items to him before the next meeting and indicate whether they will attend in person or online.

The next meeting will be March 31, 2021.

The meeting adjourned at 2:30 p.m.