



Training Committee Minutes
October 26, 2021

Table with 4 columns: Category (PRESENT, EXCUSED, STAFF), Name, Title, and Role. Lists attendees like Ernise Singleton (Louisiana Commissioner, Committee Chair) and staff members like Cherise Imai (Executive Director, MIC3).

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 1:03 PM ET by Committee Chair, Commissioner Ernise Singleton (LA).

ITEM 2 – ROLL CALL

2. Roll call was conducted by Training and Operations Associate Lindsey Dablow. A quorum was established.

ITEM 3 – APPROVAL OF THE AGENDA

3. Commissioner Leah Johnson (IA) moved to approve the agenda. The motion was seconded by Commissioner Shelly Ramos (TX). Motion carried.

ITEM 4 – APPROVAL OF THE MINUTES

4. Commissioner Kathleen Murphy (NH) moved to approve the minutes, as amended, from the September 28, 2021 meeting. The motion was seconded by Commissioner Johnson. Motion carried.

ITEM 5 – REPORTS

5. Executive Committee – Chair Singleton noted the Executive Committee (EXCOM) met on October 21, 2021. Brian Riggs of Riggs Enterprise has completed the Operations Audit that is part of the Finance Committee's tactics from the current Strategic Plan.

## ITEM 6 – OLD BUSINESS

6. **MIC3 Commissioner Mentoring Program Update** – Chair Singleton informed the Committee the first meet and greet between newly appointed Commissioners (mentees) and their assigned mentors took place virtually on September 29, 2021. The event lasted an hour and allowed mentees and mentors to introduce themselves in a casual setting so they could connect before the ABM.

7. **2020-2022 Strategic Plan: Initiatives for 2021** – Chair Singleton noted the final edited version of the *Article VII – Graduation* video was shared with the Committee Members. Ms. Dablow stated the version of the video that was distributed to the Committee is the final version that the Members would vote on during the meeting. If the video is passed out of Committee, it will be shared with the full Commission during the ABM.

8. Commissioner Johnson stated she watched the full video and thought the length was appropriate. She noted any longer than 10 minutes and it stretches the viewers attention span. She asked if the introduction containing general information about the Compact would be the beginning of each video?

9. Ms. Dablow reminded the Members that three years ago the Commission released the *MIC3 Summary with Provisions* video that is roughly four minutes long. She noted the mic3.net website will have a page dedicated to training and that would list all the videos developed by the Commission in order of how they should be viewed. In that instance, the introduction will be edited out of each Compact Article video because viewers would watch the MIC3 Summary with Provisions video first.

10. Ms. Dablow also noted that as the Committee moves forward with possibly implementing a Learning Management System (LMS) these factors could also alter how the videos developed by the Committee are used or viewed. These will be items to address once the Committee meets in January 2022. Chair Singleton thanked Commissioner Johnson for her question and feedback.

11. Ms. Nicole Russell (NMFA) expressed her support of the final video product. Commissioner Johnson asked if the video could be shared now, and Chair Singleton stated it would be available for distribution following its debut at the 2021 ABM. Commissioner Murphy moved that the *Article VII – Graduation* video be presented at the ABM in November. The motion was seconded by Commissioner Johnson. Motion carried.

12. **Learning Management System Discussion** – Ms. Dablow shared the National Office has been in discussions with Epic Technologies regarding development of a Training page on mic3.net. She reminded the Members that Epic Technologies performed the website migration from Adobe Muse to WordPress and have continued to assist with issues on the website as they come up. Epic Technologies was asked to provide a quote based on implementation of one of the three LMS products that the Committee is considering. Epic Technologies recommended a flat fee of \$1,500 to develop the page and then a block of development hours for troubleshooting and integration of the LMS system. The total quote was \$3,000. Ms. Dablow noted the Committee can still seek additional quotes in January, but this was obtained to provide the Members with a starting point and because Epic Technologies is familiar with the website.

13. Finally, Ms. Dablow stated Epic Technologies has contacted the mic3.net host server Flywheel and all three LMS products meet the host server's requirements. The Committee will consider this item further in January. **[OPEN ITEM]**

## ITEM 8 – OTHER BUSINESS AND ANNOUNCEMENTS

14. Items for the Executive Committee – No items were brought forth for the EXCOM.

**15.** 2021 ABM – Chair Singleton reminded the Committee the virtual ABM will be held on November 4-5, 2021 and noted the digital version of the Docket Book was available online.

**ITEM 9 – ADJOURNMENT**

**16.** The Members recognized and thanked Chair Singleton for her guidance of the Committee. There being no further business to conduct, the meeting was adjourned at 1:32 PM ET.

DRAFT