

NEI Committee Meeting
draft Meeting Agenda – September 10th, 2016
1 to 4:30 pm ET
Hyatt Regency Washington – Capitol Hill
Meeting Room: Congressional A

NEI Executive Director
Kiko Zuniga

NEI Director
Cecilia FerraraKen

NEI Chairman/Chancellor
Bargteil

Voting Roster

Area	Last	First	Area	Last	First
1	Barber	Brian	5	Case	Scott
1	Perkins	Bob	6	Bush	Anne-Marie
2	Damon	Karen	6	Pearson	Renata
2	Maslow Hauser	Michelle	7	App	Kristiann
3	Royster	Priscilla	7	Gaidys	Al
3	Taeger	Jane	8	Delgado	Rodolfo
4	Fields	Jan	8	Garcia	Ernesto
4	Fosberry	Pat	9	Cecil	Maurine
5	Armelagos	Marie	9	Clarke	Roger

13:00 (5 minutes) – Call to order / Roll call and Welcome (K. Bargteil)

The Chairman will call the meeting to order, welcome the NEI Committee members, make any housekeeping announcements, and confirm the recording of minutes.

13:05 (35 minutes) IT/Admin Subcommittee Report and Discussion (S. Powell)

The IT/Admin Subcommittee Members have been working closely with a Meridian programmer and sales representative to determine easier methods for critical tasks that are administratively burdensome. These are:

- 1) Automatic Certification
- 2) Automated Re-Certification Workflow
- 3) Certification Criteria

Although several suggestions have been made by Meridian, no concrete steps have been found to ease the burden. We will continue to work towards a solution that is acceptable to the NEI. It's Subcommittee Chair Steve Powell's hope that by the NEI meeting on September 10th, a solution will have been identified. In addition to the above item, the group has been working with Meridian in determining if the LMS can be used as a library of content not specifically required for Certification/Re-Certification purposes but to also include reference material that's easily stored and made retrievable.

During the subcommittee Chairman's last meeting in DC, he reviewed and approved the outstanding final payment for the LMS project with NEI staff. Payment had not been made because Meridian did not successfully install and train sufficiently on the eCommerce module. The training was ultimately provided and the committee identified ways in which it will be best utilized. Steve and the NEI staff were granted access to Meridian's Ad-Hoc reporting tool, which was thought to be a solution to some of our issues above but after review, might not be part of the solution.

13:40 (30 minutes) CES Subcommittee Report and Discussion (M. Pluta)

The CES Subcommittee has been involved with several projects that should be finalized by the end of the year. For Export 101 the questions and answers for the final exam will be sent by the end of October to the Content Subcommittee for final review so these can be uploaded to our LMS. This is the final step in getting Export 101 posted and available. The group continues to work diligently on the Master Export Specialist (MES) program, meeting weekly. It is currently 75% complete, and the group plans to work with staff to begin uploading modules to the LMS for a final look before releasing it. Huge thanks to Dan Gardner, Michele Pluta, Pam Koonce, Jan Fields, Paulette Kolba, and Ken Hughes for their endless efforts in bringing the MES to fruition. The group requests that Kiko Zuniga review the NAFTA portion of the program since he is their resident expert. Case studies continue to be a struggle, and volunteers are desperately needed for those, along with reviewing and creating content. Many thanks to Ceci and Teresa Ferrara for stepping up in place of sorely needed volunteers. Thankfully, we have another case study ready that is currently being reviewed by Pam. As soon as her review is complete, it will be posted. Pat Fosberry has also volunteered to complete a case study, which staff expects within the next couple of weeks. The subcommittee needs to coordinate with the Marketing Subcommittee to start promoting upcoming modules/courses to the LMS. The subcommittee will be able to start placing live courses on the LMS as soon as the NEI approves them.

14:05 (25 minutes) Content Subcommittee Report and Discussion (M. Tremper)

The Content Subcommittee has been working on gathering articles, PowerPoints and other items of interest on various subjects. They had been waiting on Meridian to see if the LMS can hold a library. Ceci and Steve Powell have been in contact with Meridian but no definitive response has been provided so far. Until this uncertainty is resolved, the subcommittee will gather their information on Google Drive. If the LMS cannot provide what we need, NEI staff will be able to create something similar to the Wiki but without the ability to edit files. The Content Subcommittee is currently up to date on all coursework and case studies they have been given for final review and approval and await the Export 101 questions for review.

14:30 (20 minutes)

Break

14:50 (30 minutes) – CCS Subcommittee Report and Discussion (K. Damon)

The CCS Case Study WG has published the final case study for 2016. For 2017, they have three case studies in the works – FMSA, Drawback, and USGR. The first two with September deadlines and the third with an October delivery date. Alignment will need to occur with CES to see if the CES Case Study Work Group may have a CES/CCS case in the works. As stated

previously, the work groups try to have at least one case study that would qualify for dual CCS/CES credit each year. The CCS Test Questions Work Group (TQWG), under Donna Clemmensen, has finalized the checkpoint quizzes for the CCS program, submitting the final copies for Parts 3 and 4 to NEI staff on August 31st.

Further to the CCS Content Review Work Group (CRWG) review of the CCS modules to update them as needed, the TQWG looks forward to receiving those updates to verify, cross-reference and bookmark for submission to NEI. The CCS CRWG, led by Shannon Whitt, completed and sent 2 “short modules” to the Content Committee to put to script. The topics for these modules are (1) Parties to the Import Transaction, and (2) CES, CFS, Bonded Warehouse, and FTZ Similarities and Contrasts – both written by Arzu Rudar at Federal Express. Janet Jenkins has also completed a more detailed CES, CFS, Bonded Warehouse, and FTZ Similarities and Contrasts spreadsheet that has been sent to the Content Committee to see how it can best be used by the NEI, and we are awaiting feedback.

The CCS CRWG has begun 2016 review of the CCS modules, to include ACE, *de minimus* changes, etc. The WG is starting from the beginning of the course and, currently, Modules 1-4 are being reviewed. The WG is trying to keep up with all the new Regulations covered in our CCS course as we these are published in the Federal Register or via other resources so this second review is a very intense process. Following the content updates another review will then have to be done by Donna’s TQWG.

For the CCS Master’s Specialist Program (MCS) the last meeting was held on June 30th. Work Group leader Pat Brown reported to the group that they have decided on a January 31, 2017 date for completion of material for the course. Pat requested input for the final structure of the course, meaning where does a participant begin the program, and what is the progression through the modules. He intends to put together a “course progression” for the group to review prior to the next meeting. Because of scheduling difficulties, the next call will not be held until early September, but the work group leader has been communicating with the group so he can receive any updates. At this time, there are approximately six areas that still require development. The work group remains confident that they will be able to complete those modules by January of next year, with a submission to the content committee for those and all other modules by the end of February.

15:20 (50 minutes) –Marketing Subcommittee Report and Discussion (K. Zuniga)

As mentioned at the last NEI committee meeting in April, due to trademark challenges, use of the Troops 2 Trade brand had to cease. After much discussion and brainstorming, the group, led by Donna Mullins and Pam Brown, selected the name “Veterans to Trade” (V2T). The new name was tentatively approved at the July 27th NEI staff meeting and notice was given to the Work Group. The group was advised to consider this official notice that as soon as a legal search had been completed by Katie Foster-Meyer, GKG Law, a new mark would be needed to be registered and a full blown rebranding campaign launched. On August 8, 2016 the group was advised the following by Katie, “We received the trademark search results for ‘Veterans to Trade’ and ‘V2T’ late on Friday. I have reviewed the results, and they appear to be clear. There is an organization called ‘Veterans to Veterans’ that uses the acronym, ‘V2V’, however, that entity seems to be a small organization that supports veterans. It does not provide job training to

veterans. There is always a chance that Troops to Trades could argue that this mark is too similar to its mark, but it would not have much of a leg to stand on, because the term ‘Veteran’ does not have the same connotation as ‘Troops’.” Based on the above correspondence, the WG has been developing and preparing a new branding for V2T. They hope to have a full blown campaign ready for the GAC under the new V2T name.

Last month the NEI hosted its second annual Global Trade Educational Conference (G·TEC) in Atlanta. The feedback on the conference has been overwhelmingly positive, from sponsors, speakers and attendees. Ceci has already received a few sponsorship commitments for next year. The NEI staff thanks the Atlanta Association for all of their help in putting together a successful conference. The only downside was that while attendance was up about 40% (from 180 in 2015 to 250 this year), it fell short of the 300 goal. The next conference is already scheduled for August 7-8, 2017 in Long Beach, CA and promotion has begun with save the dates included on the website and newsletter, and postcards printed for distribution at the GAC, WESCCON, and BIS. The NEI will work closely with the LACBFFA, PCC and other local associations and members to increase registration to at least 300 in 2017.

Kiko is currently working on collaborating with three colleges at this time. At the University of Texas Rio Grand Valley, he is working with Tom Coyle to offer the CCS in their International Trade Program. At the University of New Orleans he is working with Carol Short and Bethany Stich on introducing both the CCS as well as the Export 101 course into the International Trade Program. In August, Kiko, accompanied by Kristi and Billy App, had a meeting with Carol and Bethany. The meeting was very positive and the next steps include the NEI sending them a layout on how the program could be included into their existing curriculum. At the Dallas County Community College District, the Executive Director is working with Mr. Chip Izard. They had an initial meeting, and on September 14th Kiko will attend a luncheon which will include at least six industry representatives from the international trade community as well as three campus representatives involved with the logistics and international business disciplines at the colleges. The NEI will follow-up and report on a lead in the Baltimore area provided by NCBFAA President Geoff Powell, the Community College of Baltimore County. Laredo Community College enrolled 17 students who began the CCS course on August 29.

Kiko and Ceci met with David Spooner and his colleague Linda Weinberg, legal counsel for the United States Fashion Industry Association in July. During the luncheon meeting David and Linda both expressed an interest in writing course modules dealing with the importing/exporting and regulations surrounding apparel and footwear. They also expressed interest in being webinar presenters as their schedules allow.

Katrina reported that she is awaiting direction/requests regarding new V2T branding and any other projects on which the NEI would like her to coordinate volunteer assistance. Ceci advised that the Subcommittee would take the lead in mapping out a full-blown promotional campaign, including creation of all marketing material for the upcoming Export 101 and MES courses, as well as any other new programs or courses the NEI implements. Katrina said that she is more than willing to do this and hopes that the committee meeting produces specific milestones for her subcommittee with a timeline to help focus the efforts.

16:10 (10 minutes) – Policy Subcommittee Report and Discussion (K. Bargteil)

Since the last Committee meeting, the Policy Subcommittee has met in conjunction with the NEI staff meetings. The public policies implemented since April are:

- 1) Continuing Education Credit cannot be provided for independent study time.
- 2) If an individual takes the same course, e.g., a GistNet course or a broker’s exam course twice, but during different renewal periods, they can receive credit for it. While it is allowed, it is preferred that students try to take different courses to earn their continuing education credits.
- 3) Free NEI webinars will receive 2 credits instead of 1. This will provide students more opportunities to meet their requirement for free continuing education credit outside of case studies.

16:20 (10 minutes) – Steering Subcommittee Report and Discussion (C. Ferrara)

The Steering Subcommittee still needs a leader. The D.C. Licensure had lapsed so Ceci worked to get the application submitted by the end of August. It will be up for renewal/approval in November. While the staff is confident that they will receive renewal, it is just one step in the accreditation process. We need assistance in compiling and reviewing information for the Self-Evaluation Report (SER) which is defined by the Distance Education Training Council (DETC) as “the heart of the of the DETC accreditation process and is a road map for institutions in developing truly self-analytical and honestly introspective assessments of their present and future.”

16:30 – Adjourn

New Business represented in **green font**

Old Business represented in **blue font**

Attending: **Yes / No**

Administration / I.T. Subcommittee

Steven Powell	Scott Case	Ken Bargteil
Kiko Zuniga	Jan Fields	Marie Armelagos
Brian Barber	Priscilla Royster	Tom Mathers
Bob Perkins		

CES Subcommittee

Billy App	Kristiann App	Ken Bargteil
Pam Brown	Maurine Cecil	Leah Ellis
Jan Fields	Pat Fosberry	Michael Frail
Lucinda Hueston	Ken Hughes	Lisa Kendrick
Paulette Kolba	Pam Koonce	Mike Lahar
Michele Pluta	Geoffrey Powell	Suzanne Richer
Matilda Vazquez		

Content Subcommittee

Kristiann App	William App	Marie Armelagos	Henry Ayesha
Brian Barber	Ken Bargteil	Pam Brown	Anne Marie Bush
Kathy Carlton	Maurine Cecil	Donna Clemmensen	Roger Clark
Karen Damon	Greg Darter	Rodolfo Delgado	Pat Fosberry
Ernesto Garcia	Lucinda Hueston	Ronald Jacobson	Lisa Kendrick
Pam Koonce	Scott Larson	Denise Liapes	Amy Magnus
Michelle Maslow	Elizabeth Maxwell	John McKeown	Daniel Meylor Renata
Pearson	Robert Perkins	Geoffrey Powell	Myra Reynolds
Suzanne Richer	Priscilla Royster	Darrell Sekin	Jane Taeger
Merit Tremper	Shannon Whitt	Thayne Worsley	Henry Yeh
Anna Zajac	Michele Pluta		

CCS Subcommittee

David Anderson	Marie Armelagos	Brian Barber	Ken Bargteil
Patrick Brown	Robert Brown	Anne-Marie Bush	Kathy Carlton
Maurine Cecil	Michael Cerny	Roger Clarke	Donna Clemmensen
Karen Damon	Greg Darter	Rodolfo Delgado	Nancy Dempsey
Gil Duhn	Rhonda Favret	Lenny Feldman	Al Gaidys
Ernesto Garcia	Robert Gaydo	Victor Gonzalez	Norman Harris
Robert Hobby	Ronald Jacobson	Janet Jenkins	Mary King
Alan Klestadt	Kathleen Lambert	Scott Larson	Cheryl Lebowitz
Denise Liapes	Amy Magnus	Michelle Maslow	Elizabeth Maxwell
John McKeown	Leena McNeil	Dan Meylor	Beth Mince
Kristy Morgan	Donna Mullins	David Norris	Renata Pearson
Bob Perkins	John Peterson	Michelle Pleta	Myra Reynolds
Neto Roser	Susan Ross	Priscilla Royster	Marilyn SartainDarrell
Sekin	John Sheppard	Jane Taeger	Ryan Tanner
Merit Tremper	Stan Vick	Paul Vroman	Shannon Whitt
Jolan Woodcock	Thayne Worsley	Grant Wright	Henry Yeh
Anna Zajac			

Marketing Subcommittee

Katrina Warnick	Ben Bidwell	Stacey Callahan
Scott Case	Christina Dunphy	Karen Gulrich
Tom James	Zainab Nasser	Crispina Palacio
Bob Perkins	Rosalinda Rea	Nathan Reed
Jane Sorensen	David Sung	Craig VerPault
Dante Versaci	Judy Zambotti-Wall	

Policy Subcommittee

Billy App	Ken Bargteil	Kiko Zuniga
Ed Greenberg		

Steering Subcommittee

Bob Perkins	Ken Bargteil	Kiko Zuniga
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Brian Barber
John Mascaritolo

Jan Fields
Tom James

Stu Hauser