

DCTA Teleconference Minutes

April 8, 2004

1:00pm

Attendees: Douglas Townes, Kris Sullivan, Max Pearlstein, Henry Pico, Eddy Wilson, Ken Cox, Lori Spruce, Yvonne Collins, Terry Jones, Morris Scott, Sybil Jordan, Debbie Glatz, John Goodknight, Sandy Greenwood

Introductions of Newest DCTA - Sybil Jordan is replacing Kelly Maxwell. Lea Mignone, CPA now at CTQP, was also introduced.

Online reservation: It has worked pretty well for Henry, though he's had a bit of trouble adding new people into the system. Henry will call Cindy to get help with this. Registering for an ACI course kicks you into registering for the certification course. CTQP will investigate this issue. Henry would like to see the web application go down to one page. Max and Ken would like to continue using the paper application process. Henry recommends everyone try it at least once, there is not too much typing.

Aggregate Field and Concrete Lab training needs - DCTAs will email these numbers to Douglas this afternoon for CTQP to use in planning the course delivery.

Aggregate Field Testing and Concrete Lab Testing Grade 1 Cost Analysis - This cost will be influenced by how many trainees will take the course. The numbers Douglas will gather today will be considered when establishing on the fees.

Critical Path Training - TransPath is the only provider Yvonne knows. Terry will send Yvonne the name of another provider.

CTQM Chapter 8 review - Lori already sent in her comments. DCTAs were encouraged to get their comments in. Sandy stated the format of this chapter is still difficult to read and the requirements do not stand out as the numbered bullets in all other chapters. Hopefully, during the next revision this chapter will conform more to the first six chapters of the manual.

Safety Training - The DCTAs should make the Safety Committee aware that it will have more of an impact on the construction-training program than the safety technicians. Some districts may not be able to send a construction representative to the meeting. Henry and Max will review a compact disc version of four modules next week.

Self-Studies Update - The Computer Based Training (CBT) modules for Asphalt Testing and Plant are on the web, Earthwork and Paving are schedule to be posted to the web this month. The CBT for Final Estimates is intended to replace the Final Estimates Self-Study and is still in TRT review. The target date for completion of this review was this week. The new exam will need to be piloted prior to discontinuing the use of the self-study exam. The target date for the new CBT and new exam process is July 1, 2004. This date could be changed if necessary.

Construction Academy Update - There is no embedded qualification in the Academy. Final locations are Ft. Lauderdale Embassy Suites, July 18 - 23 and Hilton Jacksonville Riverfront July 26 - 30. There is a room block at the Best Western Gateway Grand for Sunday night, July 25. These rooms are for Districts 3,4, and 6 and also for trainees from Sarasota and Ft. Myers. Max stated some DCEs wanted to add more training related to the paperwork side of the Project Administrator role. The fee will be adjusted down due to the fact that we will not provide lunch and some other amenities. Douglas said the DCEs suggested making the administrative portion of the training, about one week in duration, available two - four times a year. The DCTAs will have names of attendees to CTQP by May 14. The DCTAs will email Yvonne the number of seats they plan to fill.

Budget - Lori is the only so far who sent in her reconciliation, remaining DCTAs were encouraged to submit their response to Yvonne as soon as possible. Douglas has \$10,000 to give to the DCTAs according to the percentages applied to their standard budget allotment. Yvonne will let everyone know when it's available for use and it must be spent by June 30.

CTQP Staff Changes - Lea Mignone came to CTQP from the UF comptroller's office and she also has experience from the private sector. Irina Olsen served a year as Senior Fiscal Assistant and is now working in the Contract and Grants Office on campus. She will work a few hours each week for several months until her position is filled. Bill Bellows also resigned. The FDOT statements for March will be sent out as soon as possible. Carl Bradshaw, principal aggregate instructor, has also resigned.

CTQP Audit Results/Update - Kris Sullivan and the Office of the Inspector General met with FDOT upper management this week. The final signed report should be released next week. Advance payment for CTQP courses may be in jeopardy and FDOT may have to pay for training after it has been completed. This would change FDOT business dramatically. Douglas would get a bill, sorted by

district and send it out to all the DCTAs. They would then have about twenty days to review the bill and approve payment. The advantages and disadvantages of using a purchasing card were discussed. CTQP should be able to provide FDOT with a draft bill to review prior to sending it should the billing process change as noted.

Construction Training/Qualification Manual Changes - Chapters 2 and 8 were just revised. DCTAs will go online and submit their comments.

Database Update - Douglas spoke with Jim Johnson regarding TRESS updates. There was a large amount of data covering the last two years that was just transferred from CTQP to TRESS. Max stated that unless the data goes into TRESS history, it does him no good at all. There is an arrangement for CTQP to load the data to an FTP site, which feeds the TRESS system. There was a problem several months ago and CTQP and FDOT both made some changes. There were then security issues and so for a while, the data was not transferred regularly.

Ken would like to be able to see CTQP training data by cost center in TRESS. Terry stated that since TRESS holds this data only for two years and CTQP qualifications are good for five years, some records are lost. Ken recommended loading the EX-TRESS data into EX-PURSE. CTQP data should be loaded into all the modules, not just one. Yvonne will talk with Jim Johnson about this. Terry and Ken both offered to discuss this with Jim. If this problem isn't resolved by the next meeting, it was suggested that Bill Bryan attend the next meeting.

Next Teleconference - June 8, 2004, 9:00 - 11:30am.

Next DCTA meeting - July 20 from 8-12. That afternoon, the DCTAs will participate in a team building activity. We will also meet from 8-12 on July 21.

MSE Wall - All funding should be available the end of April with the first session offered in mid-May.

Meeting Adjourned: 3:00 pm