

Present: John Peters, Ken Cox, Terry Jones, Brenda Haygood, Kelly Maxwell, Max Pearlstein, Henry Pico, Douglas Townes, Debbie Glatz, Sandy Greenwood, John Goodknight, Wendy Cauthen, Lori Spruce, Vivi Kavadas, Yvonne Collins.

CMEC Update: FDOT has been approved to as sponsors. CTQP will be the administrative arm. CTQP also had another review with CMEC (Dan Turner, Chris Robinson, John Goodknight, Douglas Townes, Terry Jones). FDOT reported the problems were much better, great improvement, even though some problems existed. ACI courses will continue to be offered through CMEC on occasion for FDOT employees. CTQP can now communicate roster electronically with CMEC; this should eliminate the need for two separate applications. DCTAs have updated the training contact information for the TQDBS. A proficiency walkthrough for ACI Concrete Field Testing Grade 1 will be held April 18 and the pilot June 26-27 in Gainesville. CTQP has equipment and facilities to take this course on the road; possibly Milton and Tampa and more. CTCI will follow once Field Grade 1 is up and running. CTQP has purchased the necessary laboratory equipment for teaching Strength Testing Technician or the two Concrete Laboratory Grade 1 and Grade 2 courses later on. The demand for this course is expected to be light enough that CTCI and the lab courses will probably be offered only in Gainesville. The final decision will be made later. It is possible to offer the CTCI exam immediately following the course if FDOT so desires. CTQP will develop the course material to meet the need; if it needs to be longer, it can be lengthened. The Technical Review Team must approve the course. The Field Testing Grade 1 materials from ACI will be used. Carl Bradshaw and Aubrey Graves will be the primary instructors for the Field Testing course. Currently it is a three day course including the exam. Right now, planned delivery is for weekdays only.

Final Estimates Update: The FE group is meeting today. CTQP has written the contract with TBE. Rob Elliott reports the Level 1 will be out in about six weeks. The latest draft of Chapter 9 is out for review. The TRT is still working to define the three strikes. The Final Estimates Level 1 course will be the first qualification course presented electronically. This course replaces the Final Estimates Self-Study. If consultants went through the FDOT FE course in the last two-and-a-half years, they will be “grandfathered” in. John Peters reports Eddie Wilson from Final Estimates will be taking his place as DCTA.

Construction Career Days: Everyone works hard and a lot of people turn out. Hard statistics are needed showing how many people are actually hired as a result of these event. Nationally, some researchers are capturing social security numbers of attendees and tracking where they are working three years later. Requests for funding must specifically state how the money will be spent due to FDOT restrictions and limitations. The purpose of Career Days is to populate the future industry workforce.

MSE Wall Training is inactive in TRESS. Yvonne has a contact from an outside company if it is needed in your district. FDOT will follow the Geotech TRT guidelines. Yvonne will check with the Geotech committee to make sure this company is approved to teach this subject. Yvonne will let you know who is approved to teach this subject. While you may still choose whoever your District wants, recommendations from the geotech committee will be made available for your guidance in this area.

FDOT Budget: Yvonne will send out the new Level II and III DOT employee numbers to the DCTAs in the next month. Please respond back so the new percentages can be agreed to by July 1, 2003.

Ananth doesn't see a change from last year, but wouldn't guarantee that. District 1 will be moving toward operations centers and will be training some of these folks. District 3 Maintenance pays for their own training.

Construction Conference: Thanks to everyone for their contributions. A post meeting is scheduled with Ananth. Comments are:

Location is good.

You must have a five-ten minute break between each session for speaker setup.

Still lots of last minute changes, but time before sessions allowed it to be successful.

Need to do a better job of choosing topics. We covered this at the quarterly contractors meeting, don't need to hear again. Need to choose topics that will be populated like the SCE session.

Sessions need to end on time.

A bigger room must be planned for the State Construction Engineer.

Registration was a horror. Masses of people in a very small space. Need more tables and more space. If here and the Adams Mark again, move registration to downstairs at the bottom of the escalator.

Develop a preprinted sheet for those not preregistered.

Wynette and/or Bob Burlson should get with registration people to give them information so registration folks have some answers.

Need to publicize pre-registration required to get PDH credits.

Walkie-Talkies would have been good to have at all times.

Vendor area was very noisy and very distracting when people leaving in the middle of the sessions. Need a buffer zone.

Materials model session was not long enough. Many questions could not be asked.

Suggest a room nearby for fax and business use.

Difficult to pass microphone around in sessions due to chair setup; add more aisles.

Problems with projectors; laptop compatibility?

Most people said it was good overall.

Better publicity of rules of order.

Mention in opening session that people should sit down and not stand in the back of the room or along the side walls. Let speakers know they have limited time. Turn cell phones off and don't have cell phone discussions in the session room.

Add fruit in the mornings along with breakfast muffins.

Vendor space was tight, but this made it easier to get around.

Hotel needs to know meeting doors got stuck and were very loud.

District 7 is opposed to the location and the timing was poor.

Projectors were too close to rear projection screens. Images need to be larger. Set projector at least 20 feet away.

Need to give better guidance to speakers about how to make slides.

There should be some way to set up a five-minute warning to speakers.

Ananth might mention at DCE and quarterly contractors meetings early in the year that preregistration is required to earn PDHs.

Some people were missing comp time class because of backup in registration.

A while ago, there was a guard outside each meeting room to restrict access to the meeting session once they were in progress.

Sessions continuing beyond standard time should have a break and include logical breaks between different speakers.

People congregating in the back and few aisles made it difficult to pass the microphone.

Some speakers were using remote microphones.

SMO prefers the Orlando or previous locations primarily due to the small registration and tight vendor areas.

Needs to be a ten-fifteen minute break between sessions. Way too much traffic in out of sessions in progress. Attendees were generally not courteous. General comment in opening session would help this.

Should consider a five-minute warning in the vendor area that sessions are about ready to begin.

Should consider reviewing speaker slides on Monday to check for visibility. Area engineers five years ago went around to check for this. Presenters must have this done before arriving at the hotel.

District 3 said every session started late. It took twenty minutes to get people into opening session. Must be timely.

Speakers need to help those asking questions to wait for microphone. Those with microphones should ask people to wait to begin asking question.

Bigger signs for meetings.

Shorter breaks.

Colored shirts for facilitators might help attendees get help when they need it. Orange vests would help.

Need to communicate with speakers before they present about guidelines for presentation length, slide visibility, questions need to wait for microphones.

Lack of aisles is dangerous.

Approach the seating as an MOT issue and take more authority over those coming and going during sessions and how the seating is handled prior to session start.

Subtle inattention to detail on part of hotel. We made prior arrangements to get telephone modem line and it was almost noon. Another vendor came to us with trouble accessing their line due to hotel problems. Computer didn't work during checkout. Tight vendor area created the impression that the sessions were incidental to main meeting. As nice as it is, this tight setup is counter productive; this from a speaker who was also a vendor.

Ananth called every DCTA name during the opening session and this was greatly appreciated.

Bob Burleson asked FDOT to look for another location. Orlando prices kept going up and up and up. Consultants are not charged to come; if we did that, we could go to fewer vendors, but that will not happen.

DCTAs could be more attentive in getting people moving into sessions.

May have fewer vendors next year if conference is held in this location.

Lori volunteered to put together list of speaker dos and don'ts.

Please send newer computers with more RAM for presentations. Lack of memory caused some computer crashes.

Please plug in projectors and test them before sending them to the conference.

Need to have some healthy choices for breakfast.

This hotel does not have a business center.

Don't put vendors at the door.

The best comment. This is like a master card advertisement. Cost is xxxxx. Meeting all the speakers is priceless.

The vendors have not liked in the past that we herded people out of the vendor area. They are there to sell. Are we trying to give out information to 800 people in sessions or are we here to get business for the vendors. This conflict needs to be resolved.

One vendor name was left out of the opening session list.

Wendy is taking over self-studies in District 1.

Plans Reading self-study is at the printer.

OSHA training is coming up. This is a Train-The-Trainer session. No charge for the course, must pay travel individually, May 5-9 at Embassy Suites in Tampa. If you are the person elected to go, you must take the information back to your district. This is a forty-hour course.

Need to provide overall evaluations to all attendees. Use these comments to plan the next conference. Additionally, should send summary to all speakers so they get the feedback.

DCEs don't want any pre-meetings

CTQP staffing: This past year and the coming year shows a significant increase in the number of courses and technical demands on our staff. Maintaining those courses is becoming a large job. Moving to computer based training makes for a larger load on our staff. We have added another faculty position on the staff, closing date for advertisement is April 30. Looking for some DOT and classroom experience. Will serve as a backup instructor and manage instructor subcontracts. Douglas is on the selection committee; also John Goodknight and Chick Glagola.

Neil now lives near Appalachicola and still works with us as a programmer. We replaced Neil's position with John Zhang; he is responsible for maintaining our computer science. He has a strong technical background. He understands English well and is articulate in his writing. We have had two or three significant computer crashes including a hacker several weeks ago. Between John and Neil, we have strong support for our system.

Debbie Rodriguez continues to manage the finance area. Sharon Bishop and Jay LaBianco both resigned and will be replaced. Sharon's replacement is Irina Olsen and has

been in this country about four years. We have also advertised for and conducted interviews for an accountant. These turnovers have impacted our ability to get out the DCTA monthly reports. In the registration area, Ann LaBianco has also left us and may continue to work with us in the south Florida area. She has been replaced by Jennifer Magary, who will be helping us especially with the Construction Academy. Sarah LaRoche is helping us with identifying problems with qualifications. All current exams and qualifications are handled by Joan, Danielle, Cindy and Sandy. Historical issues will be identified systematically by Sarah during regular audits of TQDBS data. If you have a special problem with historical qualifications, call Sarah. Mike Berkowitz who has worked since CTQP inception on Auburn's payroll, will move to the University of Florida payroll in the next few months. January was the last report received by DCTAs; getting updated reports should be a priority. Debbie and John are quite concerned about this. Ken would like to transfer whatever money of his is leftover to the materials areas in the districts. John will let the DCTAs know when the next report to the districts.

The CTQP phone receptionist is not disconnecting until he/she is sure the staff person is available. All callers should not be automatically put through to voicemail.

Construction Training and Qualification Manual: Typing of the revised CTQM was just completed on Friday, 4/4 and will be out next week for review. This review cycle is different from the review of FE, Chapter 9. Please solicit comments from those whose opinions differ from developers. Reviews at this time should be focused on the deletions and additions, not on portions of the manual that haven't been changed. Yvonne will make sure CTQP staff have a printed (and electronic) copy next week since they are not on the DOT intranet. Please give Douglas a courtesy call with major comments.

Douglas/Yvonne will provide John/Sandy a copy of the CTQP manual and Chapter 9 for review and due dates for comments for both documents.

The chapter on Earthwork is not clear on Level 2 requirements. Original qualification requires Level 1 qualification, requalification does not require Level 1 qualification. The TRT has said Level 1 qualification is required only one time. Manual needs to clarify this difference. Level 1 technicians are responsible for testing. Level 2 technicians are responsible for skills at a different level. All district DCEs have decided to move all Level 1 technicians to the materials area. Wording in manual should state Level 1 qualification is required only at the time the Level 2 qualification is granted. Discussion followed. Douglas will report back from the DCE meeting after lunch.

CTQP contract: John is writing a new draft in response to auditor's comments. Douglas and John spent some time reviewing issues as well as UF department of Civil and Coastal Engineering as well as the College of Engineering. This is about ready for final signatures and distribution.

Self-printing of qualification certificates is now available from CTQP website. Neil prepared this entire process. It's arranged so individual trainees can print any certificate for which they are eligible. A second feature is not completely available and presents to the training manager a list of people who have satisfied qualification requirements and certificates have not yet been printed. Once printed from this list, that name will no longer appear on the list. You can still print individually. CTQP is still printing certificates and will continue for some time. The training managers have been defined by

DCTAs for distribution to CMEC and we are using this list for printing certificates as well. In order to bring this on line for the public, we now have to identify training managers for all the companies in industry. This will take some time and we'll continue to print certificates for them. It is recommended that instructors announce in their sessions that certificates are now available for printing from the website.

Construction Academy: Names have been received from John Peters, Brenda Haygood and Kelly Maxwell. Lori has names, but not applications. All names and FDOT applications will be into CTQP by Friday, April 18. Consultant applications and checks should be sent directly to CTQP. Fee is \$1600. FDOT money won't go to CTQP until after July 1. If you want to pay for your trainees now from current FDOT training funds, let CTQP know. Send an email message by Friday, 4/18, to John specifying whether to pay for CA with money from this fiscal year or next. District 1 FDOT payments come out of funds for next fiscal year.

Construction Academy curriculum changes: Jim Moulton will be presenting DOT business model. Final Estimates qualification is a part of the school. Contract Compliance by Al Moyle is now included; Henry Haggerty suggested this topic and speaker. LIMS and Site Manager preview included. Supplemental Agreement panel discussion has been added. DCTAs will submit names of district supplemental agreement responsible persons. Dave Sadler will moderate, Ken Blanchard will attend in a non-speaking capacity. This panel will present July 30, from 1:00 to 5:00pm in Gainesville. It is suggested that all the forms be covered as well, an email will be sent to Douglas about this. Entire SMO facility should be included in the tour. Qualified Products List and dealing with defective products will be covered. Ananth will cover the Contractor Past Performance Ratings. Largest complaint is too many DCTAs appear for final day. Douglas will call all DCTAs about who will be attending. Safety Harbor Resort and Gainesville DoubleTree hotels are the locations of the school. Directions to these hotels will be on the CTQP website. Jose Abreu will not be speaking.

DCTAs voted to have **next meeting in Oct/Nov** in either Gainesville or Ft. Lauderdale. There will be no DCTA meeting in July.

DCTAs will send an email to CTQP by May 1 stating how many Construction Academy seats their district will fill for the Oct/Nov session. Debbie Glatz will have no attendees for the fall academy.

CBPO has no study manual. Each time this exam is administered the same few exam questions are identified for which there is no correct answer. All the district concrete engineers reviewed every question prior to implementation. The fact that there is no standardized training across districts contributes to this problem. Every month this is administered in Districts 3 and 4. District 7 has experienced no problem with the exam questions. If the exam is correct, the Concrete TRT needs to get with the DMEs and let them know exactly where the problem is and correct the training problem. DMEs did not want to take on the task of reviewing district CBPO study guides and informing CTQP when content changes so exam can be updated. District 3 believes additional cost would be acceptable if self-study materials were made available. Send email to Vivi Kavadas noting any concerns or issues about the exam so she can discuss this with the TRT chairperson, Mike Bergin. Vivi will collect failure statistics.

PDI Qualification: Pilot course Module A requires minor modifications. The five geotechnical engineers said this module requires another pilot in about six months. If the trainees passed both written exams, they would pass, if they failed both modules, they will not be qualified. Those that passed only one module will be evaluated on a case-by-case basis. Credit for module B will be decided later after Module B exam scores are evaluated. Equipment problems affected scores. Much of the time was spent in presenting fundamentals of hand-held computers. We may distribute hand-held computers at the beginning of Module A and use for homework problems. July 4, 2003, qualification deadline has been removed; new date will be set (probably mid-2004).

DSI electronic tutorial development is parallel with national development. A trial version is available for review only, not available to public.

QC Manager update: Vivi is updating student manual, exam changes have been made; this revised course includes only minor revisions and includes 2003 spec changes. District 6 management doesn't believe this course serves a useful purpose. Course is too general and needs to include sample problems and guidance about how to handle problems. Course includes too many specifics from material areas. Specific recommendations were requested and not received. Some of those comments were addressed by the recent changes and some will remain. Douglas is following his administration directives. All project questions and concerns cannot be covered in one course. The purpose of the course is not to show exactly how to write a plan. FDOT wants the complete responsibility in the hands of the contractor. Concern is that if a specific outline is used in training, it must be accepted across the board on all projects. Teaching a course to a nonexistent spec is difficult. We have no experience about what happens if Douglas Townes, Susan Blazo and Ananth Prasad are the TRT for QC Manager. CTQP invites recommendations about what FDOT wants us to do to make the necessary changes. District 6 believes contractors are not getting out of the course what they need, either.

Requalification issues: District 6 requests a refresher course for each qualification so they don't have to pay for entire session. Douglas, Ananth and Dave Sadler believe this is a district decision. CTQP is working on concrete specification tutorials. The two areas where we're seeing re-qualifications are concrete and earthwork. These workbooks are on the CTQP server and will be available for download within several days for no fee. There is a cost for this, but no fee. CTQP has contracted with Williams Earth Sciences, Inc. to convert the Concrete Field and Laboratory Specification courses on the web. CTQP's goal is to have all manuals on line and eventually quit sending manuals through Federal Express. Fee structure is being revised.

Specification 105: The purpose of this specification is to allow a reference of all training qualification requirements in one document. All suggestions about technical content should go to Dave Sadler.

The **FDOT electronic application** is about ready to roll out and primarily features pull down windows so DCTAs do not have to continually hand-write the same information over and over. Yvonne will let John know the implementation date. CTQP will soon present an application for use through the web and to reserve seats online. Douglas suggests CTQP and FDOT data folks talk integrating these somehow.

New CTQP budget numbers are not available from Yvonne and the CTQP FDOT monthly expense report will be sent out as soon as possible. District training budgets will remain basically the same as last year regardless of whether or not materials employees receive this training. Maintenance will not be included. Yvonne will compute the numbers by July 1 based on materials and construction employees.

All comments on **self-study materials** from DCTAs were incorporated in the latest revision. The Final Estimates self-study will be removed when the Level 1 course is implemented through CTQP. The next book for review is Grubbing and Clearing. All self-study manuals will be available for electronic delivery in the near future.

Self-study results are included in the CTQP database only if exams sent to CTQP for scoring. There is no one at the Central Office in control of TRESS. Thirty people now have access to the heart of the database. TRESS data will be uploaded in Convergence System database, so data will be maintained. Some districts are not able to keep TRESS records up to date. CTQP data is in TRESS, but not always in the correct location. If you search for records, you can find them, just keep looking. Discussion followed.

FDOT is about ready for a **test upload to LIMS**.

The **new CTQP fee structure** requires some changes to the database structure. The training contact information as identified by DCTAs is now in TQDBS. Certificates are being mailed to those folks and CMEC uses this information to send books.

Qualification suspensions are at one right now, with at least one more imminent (due to three failures).

Changes to proctoring are noted in the manual that will soon be out for review. DCEs have said cell phones should be on vibrate during CTQP exams and trainees should not be asked to turn off cell phones during exams. Trainees are now receiving calls during exams and are using this opportunity to cheat and get answers to questions. Instructors need to announce that trainees leaving the room during an exam to answer cell phone calls are not allowed to return. Trainees must submit answer sheets before they leave the room to receive or place a cell phone call. This is effective immediately and should be included in the exam instructions. Douglas suggested that this information also be included in the confirmation letters. Douglas suggested including page 2 of the proctoring instructions. Point was made that people can still initiate calls when they leave for the restrooms.

CTQP survey shows slight decrease in satisfaction with facilities and these issues have been addressed. Self-printing of certificates should help with notification of results. Scheduling issues still are a concern. Course material availability and computer-based-training should address those issues. The on-line application will also help alleviate this problem in that seats are reserved temporarily to allow time to submit payment. The most significant change of all is that exams will be moved to a third-party examiner. This will make exams much more convenient and available. CTQP would issue an authorization to the trainees and trainee would then make an appointment to take the exam. Issues with taking an exam are the high level of security, i.e., no cell phones, no notes, etc. Private copies of manuals will not be allowed, so this material will have to be made available at the site; either by secured package sent to the student or sent directly to the test site. We hope to have this in place by the end of the summer. Cost from Prometric to us is

approximately \$70. John is fairly confident the fee will fit into our current structure. Neil is working on a similar process to allow DCTAs to administer computer-based exams in a secure environment in the FDOT facility. CTQP will commit to a certain dollar amount to make this happen, so it would be counter productive to administer exams to be administered in their facilities. This is for exam only sessions; it is not intended for exams administered in conjunction with course sessions. It is expected these centers (third party examiners) will be used by FDOT employees, contractors and consultants. Savings to contractors and consultants is significant.

There are no KARRASS Negotiation Training Sessions planned to be paid for by the Central Office of Construction for FY 2003/2004.

Contractor past-performance training appears to be coming to all districts or has been there.

Next teleconference date is **May 21, 2003**, 9-11:30, Call SC 278.5778 or 850.488.5778.

Another teleconference date is **Sept 17, 2003**, 9-11:30.

DCTA submitted numbers of people seeking requalification.

Adjourned 2:45.