

**MINUTES FOR DISTRICT CONSTRUCTION TRAINING ADMINISTRATOR'S
MEETING DECEMBER 7, 2004, ST. AUGUSTINE, FLORIDA**

Attendees

Yvonne Collins
Randy Borgersen
Nina Barker – University of Florida
Brenda Haygood
Sybil Jordan
Henri Pico
Max Pearlstein
Kenneth Cox
Lori Spruce
Daphne Mahagan
Eddy Wilson
Debbie Glatz

Yvonne opened the meeting. She announced that Douglas is doing very well and she has his address for anyone who would like to have it.

General Announcements –

- First half CTQP Budget Allocations should have been received in normal budget allocations.
- Second half of the allocations will be allocated in February minus the July/August if it was deducted from Yvonne's P-card.
- Lori has a list of the figures that show how much was transferred.

**Randy Borgersen – CTQP Issues
Contract Update**

- Administrator – University of Florida is not interested. Hopefully we will have a new administrator by the middle of February 2005 and University of Florida will be able to train.
- Duties for new Administrator will include:
 - a) Handling data base
 - b) Copies of all tests/exams, course work and sending out to providers
 - c) CTQP calendar
 - d) Take over existing software
 - e) Need to be equipped to accept P-Cards.
 - f) Everyday administrative duties
- Duties for new Providers will include:
 - a) Make payments to the Administrator

- b) Must be recommended and approved by TRT and have a valid provider license.
- c) Teach the course
- d) Administer examinations
- e) Accept P-Card payments
- f) May decide how much they want to charge
- g) May hold classes in different parts of the State

Monthly Report – Progress on Inspector General Recommendations

- Nothing new to report, everything has been completed, except for turning in the official outline.

Paying for CTQP Classes

- Pay for them exactly as we have in the past.
- Backlog resolved
- Should receive an invoice within a day on the pcard.
- Daphne's issue with receiving the receipt very late is hopefully corrected
- Nina will take email addresses and scan receipt and it will be emailed to you on the day it is made – so the pcard que can be cleared.
- University of Florida will send original as well

CTQP Invoicing

- This should be taken care of with the steps that are above.
- University of Florida is moving registration to their Division of Continuing Education so the registration procedure will be changing.

2003-2004 CTQP Expenditure Reconciliation

- Good news 9 of the 10 Districts have agreed on the amount of money spent.
- We are 90% of the way on District 5. Research is currently going on.

Paving I – On line Registration

- Will be going away.

Exam Rosters

- Problems with exam rosters – not showing actual students
- Problems with exam only and proficiency exams

No Show and late cancellation charges

- The charge for no show and late cancellation is the same as the course – 100%. No show exam only fee \$50.00.

CTQP Survey Update

- CTQP Survey has been sent out and Yvonne has been sending responses back to CTQP. Not everyone gets a survey, random selection.
- Will get an impartial party to summarize the results

CTQM Chapter One Update/Comments

- Will be coming towards you. Chapters 1 and 10, Admin./provider chapters.
- Send comments via email to Yvonne or Max – they will be able to enter them.

CTQP Staff Update

- Jennifer Magary took a great job at the Academy
- Vivi is no longer with their office
- Hiwane is no longer with their office
- They have Lisa and Cindy W. temp force people helping them out
- They are streamlining their operations
- They will be there to answer questions and serve as best they can.

Role of CTQP Administrator

- Maintain the TQDBS - CTQP statistics and data base.
- Provide library for course materials that include the distribution of tests
- Grade tests and post qualifications

Application/Role of the Provider

- Name, address, telephone number – why you think you are qualified, ie. Have already been teaching the class, have experts in the field, have good, qualified instructors, have adequate facilities.
- Will be evaluated by TRT.
- Some question about the security of exams.
- They will schedule facilities, schedule classes, teach classes, administer exams
- They will pay a fee to the Administrator for the services the Administrator will provide

TRT Contact List

- Is located on the State Construction Office website under contacts.

DAY TWO – DCTA Meeting December 8th, 2004

FDOT Training Courses

MSE Wall Training December 17th

- American Consulting Engineers will be teaching the class. They are former DOT employees. Class will be at Turkey Lake in Orlando. Henri, Max, Debbie – note we would like the next course to be held in Ft. Lauderdale.
- We will be responsible for putting class into Tress and taking the money. They must bring checks with them. There will be 20 FDOT seats.
- Second class will likely be in Ft. Lauderdale and the third one will likely be in Orlando or Tallahassee.
- The course does have an exam.
- Cost for consultants is \$385.00
- This is not a CTQP class, so you cannot use your travel dollars.

Safety Training Update

- Chapter 13 sent to committee that is doing rewrite formal review
- Question if it has it been put out on an RFP as a provider
- District 5 has a contract with Coastal Video Productions – so they may end up being the provider.

Engineering Technician Task Team Update

- The Task Team will be meeting the afternoon of December 8th.
- A lot of the course is going to be surveying. It will be a lot like the old Engineering Technician Course.
- It will last two weeks and will have a great curriculum.
- It will create opportunities for advancement
- Looking into partnering with T2.
- May make it available to consultants.

Management Academy

- Teresa Driscoll was heading up. She left, Patrick Stanford is heading it up now.
- It will be for resident engineers and up.
- Task Team meeting January 11 in Tampa.

Final Estimates Level II Refresher Course

- Grandfathering is going to run out.
- TBE has been awarded the contract to develop the course.

- Refresher class will have one exam that will last two hours. It will only be offered to people whose qualification is going to run out.
- Forward the names of anyone who cannot get their qualification, because there are no classes, to David Chasen. Also, send a list to David, Yvonne and Randy of DOT folks that may need training before July.
- There will be a hot link on the CTQP website explaining the reason for the class cancellations.

Construction Academy

- Construction Academy goes out for bid January 3, 2005.
- It will be different from years past. University of Florida had expertise in putting on the Academy.
- It will most likely be the first two weeks of August.
- If anyone knows of anyone who might be interested in running the Academy, please have them contact Yvonne.

Budget

- Fernando has not received his construction academy reimbursement, because he sent it to the wrong place. Everyone else's is done except for D3 and Lori.
- CTQP Travel Dollars is the one area Yvonne has been slow on, with all the job changes, but it should be caught up soon.

New Business

- Update on Earthwork Records Keeping Classes. Sandy Watts and Willie Henderson will be doing the training. It is scheduled for Tampa and Pompano. District 2 has already had a few classes. Contact Willie Henderson for more information for your district, announcements, registration, etc.
- Multi-line Class. Check with Henri and Max.

Next DCTA Meeting

- The next DCTA meeting will be in Orlando at the Doubletree at Universal (the former Radisson Twin Towers), after the Construction Conference. If we need a teleconference before then, Yvonne will contact us.
- Construction Conference will be March 1st and 2nd at the Doubletree at Universal in Orlando. DCTA's will need to report on Monday, February 28th by 3:00PM to get their assignments. They need to bring laptop computers, projectors, etc. One or two of each if possible. Make sure to tag everything, case, cords, etc. with your name and district. Registration will be at 8:00AM on March 1st and the conference will finish on Wednesday the 2nd by 2:00PM. Will try to start DCTA Meeting at 3:00PM that day.

- Jose Abreu has asked that all FDOT employees not attend the hospitality suites at the Construction Conference or register for any prizes that are given away. FDOT employees will not be allowed to win.