

## 12/12/02 - DCTA Meeting

In attendance: Vivi Kavadas, Brenda Haygood, Debbie Glatz, Yvonne Collins, Kelly Maxwell, Morris Scott, Terry Jones, Henry Pico, Max Pearlstein, Ken Cox, John Peters, Jack Woods, Lori Spruce, John Goodknight, Douglas Townes, Sandy Greenwood

CMEC Update – Letter from Freddie Simmons to Dan Turner distributed. It's a new day with CMEC; the past is the past and we're trying to go forward now. FDOT is going to be an ACI sponsor. FDOT will encourage it's personnel to register for ACI courses through CTQP. As an exception, FDOT may register through CMEC. Chris Robinson asked John to continue to let him know personally about any problems. He has made some staffing changes. Differing expectations on both sides now appear to be resolved. Terry and Lori continue to have billing problems.

ACI update – FDOT will be the authorized sponsor and CTQP will be a designated agent. Mike Bergin and Tom Malerk and John Goodknight will meet after Jan 1 to strategize and plan. Possibly a pilot in the spring and fully scheduled and running after July. Appropriate instructors, TRT approved materials and facilities need to be coordinated. The turnpike has moved the Hudson to Snapper Creek so the Miami lab will also be outfitted to present these courses. Concentration will be in Gainesville in the beginning. Contract with CMEC will run through June 30, 2003, so business with them will not change until the next fiscal year. All FDOT registrations still need to go through CTQP, according to the contract.

No-show Policy - D-7, D-6, D-4 all have place a letter of reprimand into the trainee's file for no-shows.

Cost of CTQP ACI courses will probably be higher; Lori suggested that district management will not be receptive to this. Aubrey may teach these courses in the panhandle; the Midway site is being investigated. Format will not include Saturdays. Eight or nine locations around the state is necessary to make the course fly. The testing equipment is mobile; locating facilities is a key issue. Strength testing will not go on the road due to low demand. Field Grade 1 sessions will not be offered at ready mix plants to give us flexibility and control.

It's now a requirement that we post minutes on the web, so anything we say will be seen by a lot of people. This is part of the Sterling Initiative from the Executive Committee.

New direct access to ACI certification website, changes to Field Grade 1 performance exam (must pass all seven subtests), one more item will be added to four of the subtests. We should post this on our website, we do not like to duplicate the information, we'll link to the FDOT site. Letter in the email talks about the ACI link to get this information on the web. CTQP will establish this link. ACI has an arrangement with Sylvan to administer written exams; so if FDOT wants to make those arrangements, it's available.

**Please send all comments regarding CMEC to Douglas so he can prepare for the February 17<sup>th</sup> meeting.**

Final Estimates Update – The procedure is out for review; they were hung up on the Independent Assurance process. IA and ability to rescind qualifications will not be implemented until 2004. We will qualify people in 2003 and let every trainee know at that time that they will be subject to IA at some later time. Not following the procedure will get the FE technician a strike and a number of strikes will disqualify the technician. The districts will be doing the IA on their own district. Central office will spot check the districts.

EEO Qualification Update – Initial discussion only, still shooting for 2003.

David Chason, Melinda Rainwater, Dennis Barber, Sherry Valdez, Ed Wilson are the TRT members. Vivi will send the final estimates shortlist and scope of services draft will be sent to these folks for their review. CTQP will then invite proposals, eight letters of interest were received for course instruction. Type of companies ranged from individuals to companies like Williams Earth Sciences. John would like to select the consultant by the end of January. Typically this takes 90 – 100 days from the Notice to Proceed to offer the course on a regular basis. There is one more session scheduled and then the pilot of the Level 2 course. The Level course will be a self-study type. Consultant will provide a computer based training (CBT) module and a hard copy as well. A process for grand fathering existing FE technicians for Level 1 will be in place. The exam for Level 1 qualification may not be called a self-study, it may be a tutorial and the exam will be called a FE Level 1 exam.

Construction Career Day remarks – Setup and information was impressive. The evening event for adults was successful and helpful. D-4 and D-7 Career Days has been (DCE) successful. D-5 will be having an adult night. It was nice to see a bureau chief out in the thick of the activity. Yvonne recommends to Ananth that FDOT support these Career Days with financial and human resources.

This is our last official DCTE meeting. The next time we meet again, it will be DCTA (District Construction Training Administrators). We're moving away from EAS to ASCE, and eventually ASC or ASCT (technicians) C is for Cartographer.

Meeting with Mary Price and Dave Ferguson, FDOT will make the changes to the training manual regarding Level 1 and Level 2 self-studies. Moving to Level 2 lab with a promotion will require a passing Construction Math and Contract Plans Reading self-study exams.

FDOT Budget – Reports are fine. DCTEs to provide levels. Tami Depner, D-5, is good at giving information to SCO. Please remind your Training Coordinators not to order dinner and movies on the purchasing card. Charging the district p-card and transferring to SCO pcard works for SCO. Resident engineers will get their own pcards. Some people are using their own cards to make the reservations, sending Yvonne an email and email deals with the company to make the payment from SCO account. When doing travel, please remind everyone to complete page 2C, pcard charges. District people will key in charges in the district to the SCO account 982 and this makes the bookkeeping difficult for

SCO. No one in the district has the authorization to charge 982, just to key in. Continue normal process. Lori reports that CTQP budget from SCO increased. FDOT tax exempt certificate has to match the method of payment.

Construction Conference – Adams Mark Daytona Beach, DCTA duties will be the same as always. DCTAs meet on Monday, April 7 at 1:00 for meeting. DCTAs will provide projectors. This is the week after bike week; parking will be a nightmare in any event. FTBA said this location will be good.

Vivi distributed Construction Math exams and answer keys, typos fixed, and answers stay the same Asphalt Plant, Paving and Testing exams also distributed.

CTQP Contract Update – John is drafting a new one. Much of the last contract dealt with course development which is no longer applicable. Key issues are simply to keep the program running.

CTQP Audit Update – Four recommendations on draft audit report were accepted by FDOT. Contract was set up with six accounts and the thinking was that these would be to receive the FDOT funding. This did not take into account that these six accounts would be for only 20% of the funds. It's not correct for FDOT to control the accounting and day-to-day operations. Douglas and John verbally agreed that we don't need to use these accounts and this should have been documented. John and Douglas have agreed on a different set of accounts and will be part of the CTQP advisory group, 10 members, and review of the budget and expenditures. Five people from industry and five from FDOT, Tim Ruelke, Dan Foss, Ananth Prasad, Tom Malerk and James Rogers. This group meets this Tuesday, 12/17. Industry reps are Todd Trueblood, Jim Warren, Jack Banning, Jack Bradvick, Dr. Armagani. John, Douglas and Greg Scheiss are there and non-voting. Douglas and John provide the information. FDOT will be responsible for setting up meetings and preparing the agenda. Douglas proposed the group will meet two-three times a year. Douglas will publish the minutes of this meeting and send an email to the DCTAs letting them know the minutes are posted on the construction page.

Project Engineer's School – DCTAs voted for one school in 2003. D1 1, D2 1, D3 1, D4 2, D5 2, D6 1, D7 2, TP 1, SMO 1. Will probably be in July. Second week of PE School will be in Gainesville for the next two years. Yvonne hopes the DoubleTree will meet our rates. Evaluations are coming in and the CTQP staff did well and the way the food was handled should be continued. Douglas said we will go back to the Safety Harbor and back to Gainesville to expose everyone to the new SMO. Likelihood that any PE School candidate will not have QC Manager is slim. Kelly Maxwell suggested we add Final Estimates Level 2 to the school. Recount of one or two schools. D1 1, D2 1, D3 1, D4 2, D5 2, D6 2, D7 2, TP 2, SMO 1. Recount is for two schools. DCTAs will then be on the hook for twice as many people as last year. DCTAs will get back with Yvonne confirming budget is available for each district to support their proportion of attendees for two schools. John stated we cannot operate the school if it will not be full. January 10 is date for DCTAs to get back to Yvonne about financial support. July and October are the months. Safety Harbor and Ft. Lauderdale are the away locations. DCTAs

will send recommended hotels in Ft. Lauderdale; CTQP will send RFP to Ft. Lauderdale CVB. Give-aways for CMA were too many and we took a hit from the auditors. Shall we keep giving the shirts away? D1 yes, D2 no, D3 yes, D4 yes, D5 no, D6 yes, D7 no, TP yes, SMO no. Continue with shirts for both schools. Materials folks did not go because they are not project engineers.

CMA – All districts reported comments. D1-4 will send them in. D5 did not want to repeat comments. D6 were negative. D7 comments were sent in. SCO reported the school just didn't gel. One disappointment was that the DCEs thought it was disorganized and a waste of time. The DMEs were pleased and thought everything went very well. CTQP did not get the feeling the school was extremely well received.

Pile Driving – How does the DCTA verify that the tutorial was viewed (prerequisite for course)? DCTAs will use the honor system and take the technician's word about the tutorial. This course will be divided in to Modules A and B. Module A will be the same minus about 10% that will be moved to Module B. This second module will also include the computer training for 20 people. This revision is just a little ahead of the Final Estimates schedule; pilot might be April. Douglas email of 12/9/02 was reviewed. The schedule will be for the week, one Module A session and three Module B sessions. Douglas is recommending another old style session in April in addition to the pilot of the new version. Finding facilities for the computers is still an issue. CTQP will provide the computers and the staff to support them. One option is to furnish laptops; this cost will be factored into the price. Tallahassee can handle 20, Gainesville can handle 20 and Snapper Creek can handle 20. Getting the software to run on someone else's computers is another issue. Terry suggested using Phoenix University facilities. Terry Jones will get the contact information to CTQP. Everyone who is qualified now will have to take Module B by January 2004 without a credit. FDOT is drafting a procedure stating that anyone performing an actual inspection will have to have Module B. Resident engineers who are now qualified will not need Module B. The expiration date of a qualification when Module B is taken two years after the full course is still in question. These details will be posted on the web as soon as the details are finalized. D1 4, D2 0, D3 4, D4 0, D5 8, D6 1, D7 2, TP 0, SMO 0. Another session in April will be evaluated later. The pilot will be presented at this time, too. DCTAs will not schedule local technicians for the day following Module A. There will be some Module B sessions scheduled D4 10, D7 14, D5 12, D2 12, D3 20.

DSI sessions – Scheduled through June 30, every other month. These can be scheduled on demand, at least 90 days notice and we need commitment from FDOT to support them. We have the capacity to put on more courses if we need to. Yes, these can be challenged.

QC Manager sessions – Seat allocations chart distributed. CTQP has four instructors, Chick Glagola, Susan Blazo, Rob Elliott and Aubrey Graves. Biggest demand comes from consultants, least demand from the contractors. DCTAs voted to drop seat allocations will be dropped beginning July 1 and announce that at the Construction Conference. CTQP will post this on the web, too. There

is one additional session in February for which we have no FDOT allocations. DCTAs voted to hold these 8 seats for FDOT any district. CTQP will put these seat allotments on the official rosters.

Exam scores on the web ok. Full 13 digit id required.

FDOT will advance pay for training for 2003.

Revised October expenditure reports received.

CTQP budgets the same as this year.

Some of the contractors are going to be offering the Asphalt refresher course; will not be for qualification.

Thursday meeting ended at 5:00.

Friday morning 12/13/02

Comments from Dave Sadler, new State Construction Engineer, replacing Ananth Prasad. Introductions were made all around.

Self Study Update – Asphalt Testing is available from Maps and Publications; Plant and Paving are being printed now. Review copies of the Contract Plans Reading book, plans set and exam will be distributed this week. The current exam DCTAs have is for the old book. You will have one week to review them. Comments due back to Yvonne by Jan 10, earlier is better. New exams for Math self-studies have been distributed. Grouting video was produced at \$25,000 and many hours were spent on the procedure. The procedure is written in Chapter 8. Contractors need both Level 1 and Level 2 qualifications and a passing score on the grouting tutorial exam.

Customer Satisfaction Survey copies distributed – two have been returned.

Training Manual Updates – D1 PDs are done, self-studies are in the C1s. Date for next DCE meeting not set yet. Douglas has an issue for the next agenda. Max Pearlstein is the DCTA rep on the committee. Steve Plotkin is the new representative on the Concrete TRT. Gene Howard is also on the committee. Project Engineer title is changing, so we'll need to change the title of P. E. School.

CTQP Database Update – Amy Guisinger will be working with us in putting together the Pile Driving course. Ann LaBianco worked on the PE School and CMA and works on scheduling. Jay LaBianco works in Finance. Neil Jones is still working with us, but from the Apalachicola area. We do have a new position for someone to take over the day-to-day database operations. Sarah LaRoche is the new database IA person and is going through the database finding all the people who have fallen through the cracks. After we get through this comprehensive review, this will be done on a regular basis. Everyone, please continue to send us names of people who should be qualified and are not. Sarah is dealing with the historical issues, Joan, Danielle and Cindy are working with current issues.

Database continued - Neil and John met with Tybrin last week and asked them to work on electronic submission of the applications. We will still not process

applications without payment. We do want to move responsibility of data input to those who are applying to take the course. This should be available late spring or early summer. Neil is working on self-printing of the certificates. DCTAs want the responsibility of this printing given to the trainee and not the DCTA. This should be a business item for the Advisory Council meeting next week and should include a cost savings estimate. Should CTQP continue to mail certificates rather than allow self-printing? Certificates are necessary for those who chose to have ceremonies. It would be easy to implement one system for DOT (batch printing) and one system for industry. DCTAs are ok with individual printing of certificates, but they would like a list. A description of this new process will be included in each course introduction.

TRESS Update – An exception report was distributed where we didn't get a match of the social security number. DCTAs will get SS numbers for this list of names. 8021 exam and qualification records were loaded into TRESS and 300 records returned error messages. Max spot checked TRESS after the load and everyone was there. Sarah and Neil will work with DCTAs directly. Please send names to them that should appear in TRESS and do not.

SMO site plan distributed – When SMO moves out, University of Florida will move in; Department of Civil Engineering will move in. CTQP will move into building 2163, the building just north of the current location. The concrete lab is identified. These facilities will be gradually upgraded and will include at least one more classroom. Concrete beam testing may also be housed in the garage. UF CE department is planning to build a new structures lab and is expecting to use the building where all the labs are currently located.

New CTQP computer position – John Corley from the Central Office is on the interview committee, CTQP hopes to hire by the end of the year.

**New interactive Asphalt Paving material was demonstrated. Comments due back to Vivi via email due Jan 10.**

**Comments on PE School due back to Yvonne by Jan 10.**

ASBI Grouting should be consistent with ACI certifications regarding the \$100 charge for grouting. CTQP will be charging soon for Concrete qualifications as well. The cost of processing the qualifications and certificates are embedded in the cost of the course. CTQP is charging \$100 for those who take the aggregate course through CMEC rather than CMEC. Update of the fee structure will break out the cost of the course, the exam and the qualification. The manual requires payment of a requalification fee that gets complicated for the concrete qualifications. CMEC is going to present the concrete specification courses that CTQP now presents.

DEIT – Most of these certifications are going to expire soon. Requalification requirements are in the manual. DCTAs want an entire ECI refresher course. John Shoucair has initiated conversation with CTQP to develop a refresher course. The specifications are covered in the ECI L2 course in a little more than a day. Let's use that rather than developing a new course. CTQP could schedule ECI I proficiencies to begin right after the ECI L2 written exam. Douglas believes

the DCTAs need a representative on the ECI TRT. It is not consistent with the rest of the qualifications to require a proficiency for the L2 qualification. The FHWA prefers that people not be qualified or requalified specifically based on experience. Due to the spec changes, it was decided that the requalification exam would be a full exam rather than a reduced version. CTQP will schedule one or two proficiencies in conjunction with an ECI L2 session in one or two districts. CTQP will come up with a minimum number of proficiencies required to offer this in conjunction with a challenge written exam session. The requalification fee will probably be set somewhere in between the cost of a regular challenge fee and the price of a reexam fee.

The District CTQP budget allotment has not been decided yet. This will be distributed by early March.

Next teleconference date February 11, 2003 at 9:00 am. The teleconference number is (850) 922-0737 or SUNCOM 292-0737.

Next DCTA meeting is right after the Construction Conference April 10, 2003 8am – 3pm.

Meeting adjourned at 11:00.