

**DCTE Teleconference
May 2, 2000**

The University of Florida submitted a detailed list of agenda items. I will start with these items however the purpose of the teleconference is to discuss any construction training items not just those related to QC 2000.

10:00 Roll Call – In attendance: Douglas Townes, Yvonne Collins, Rob Elliott, Jack Woods, Lori Spruce, Brenda Haygood, Mike Brown, Henry Pico, Kelly Maxwell, Max Pearlstein, Terry Jones, Stephanie Barcia, Ken Cox, Sandy Greenwood

Additional Attendees listening in with DCTE's, were not listed.

10:05 Application priority rating system:

Sandy needs assistance in determining who has priority in attending the training. Sandy has proposed an "A – E" priority system with the following definitions:

<u>Priority</u>	<u>Definition</u>
A	Curent certification/qualification expires (expires on _____)
B	I am assigned to work on a QC 2000 project (project begins on __)
C	Qualification/Certification is required by the DOT Training Procedure /Specifications and must be accomplished by ___ (date).
D	Need to know what those working for me are doing.
E	General knowledge, not specifically related to my everyday job.
F	Its Tuesday, It's raining and my District doesn't have anything else for me to do today.

Douglas' comment: I added priority "F" for humor. Seriously, what is the opinion of the DCTEs of this system? What suggestions do you have for improvement? How will the priority be assigned and by who?

This system was discussed and the decision was passed to utilize the above "coding system". This code will be place in the upper right-hand corner of the application, by the DCTE. This code will be used by the UF to assist in determining priority seating. Sandy indicated that you can always call her to discuss individual needs.

10:20 The Asphalt Paving class will be taught in the Districts (general discussion as to who when, where?)

John Goodknight and Doug Hanson are working out the details for providing this course at each District. Tentative dates have been established, however no instructor has been made available yet so no dates will be given out yet. If you see a need for a class in your District, send an e-mail directly to John Goodknight and copy Douglas Townes, so they may look into your specific need.

10:30 What is the status of the Concrete 346 and Concrete 400 specification training? When can we expect to see courses being offered?

Douglas comment: This answer will effect the answer to the next question.

Training for both specs. Will be available in CD ROM form tentatively Jan. 2001. Mike Bergin has set up a pilot course for August 2000 (may be advanced to late June 2000). Each

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specification should take four (4) hours, which will be taught on two (2) separate, consecutive days. Interested parties should send applications to Sandy Greenwood. It was recommended that each District send two (2) people each from Materials and Construction Departments.

10:35 What is the schedule for implementing the Concrete qualification requirement?

Douglas' answer: Jan. 1, 2001 – Agreed Upon

No change is recommended at this time.

10:40 What is the schedule for implementing the new self study exams? Is everyone using the new scanned answer sheets? When do we start charging Consultants and Contractors for the exams?

July 1, 2000 we should be using the new exams (to be distributed) and the "bubble" answer sheets. On that date, we would begin charging Consultants and Contractors for these exams.

Douglas stated that we should expect at least six changes over the next six months due to the revision process. As an example: the three asphalt self study manuals revised editions are due in July and will need new exams.

10:55 When is the U of F web site updated and when are the DCTEs notified?

The website is updated a minimum of weekly, but sometimes more, depending on the number of applicants filling the classes. Sandy will ask Neil Jones to program a keystroke to notify the DCTE's that the schedule has been updated.

10:55 When will the exam results be available on the web? Explain how security will be maintained.

The deadline for the final dbase is December 2000.

The deadline for the final dbase is December 2000. An electronic copy of the dbase is in the works and a plan is in place, but it's not ready to be implemented. There was no discussion on system security, as Neil was unable to attend the teleconference.

11:00 Explain how confirmation notices are presently being handled and how they will be handled in the final data base system. How are signatures being verified?

Currently notices are sent out to the student and the supervisor/contact person listed on the application. The issue of signature verification was discussed and settled that the student takes the responsibility in stating that he has met the course requirements, if a signature space is added to the application form.

It was asked if the DCTE's or Unit Coordinators could be copied in on this. Sandy will send a list of all people participating in classes. Neil will make it District specific.

The following agenda items were submitted by various DCTEs :

11:10 When will CTQP courses be entered into TRESS? Does Neil Jones have a date different from this one?

January 2001 - No

11:15 How are Non-confirmed students being handled? (also referred to as "walk ins"?)

The group discussed a fifteen (15) minute late cut-off, unless a phone call was received. Sandy

indicated that UF would be reasonably flexible on this if the individual communicates with someone. District 6 and District 4 objected to this policy.

11:20 Who needs what qualification?

Douglas' comment: Recommend everyone go to the CTQP web site and read the document titled "in Laymen's language". A document similar to this is being written for the Construction Training Procedure attachments.

A document similar to this will also be put on the DOT's training web site. This has been recently updated. Please let your District know where to get information.

11:30 What DOT employees will need Concrete Level II qualification (CTCI)?

Douglas' Comment: This should be answered in the previous question/answer.

Lead Inspector on bridge projects are the only required. It is recommended that Project Engineers, IA & Prestress personnel have this as well.

11:35 What is the status of the Construction Training Procedure?

It has gone to the Forms and Procedures Office for placement on the May Executive Committee agenda. Expect passage at the May 18 meeting. Douglas will let you know the results after the meeting.

11:40 How many times will a DOT employee be allowed to fail an exam?

Douglas' comment: This was purposely left up to the Districts. The procedure only states that employee counseling is recommended after two failures. If Districts continue to send employees with little hope of passing then the procedure could be modified. This is not anticipated.

11:45 What is the University's policy for refunds to Consultants and Contractors? Is this policy written down somewhere?

Refunds can be done however, students are encouraged to allow the University to keep the funds and reschedule the student or apply the payment to a different student. If the student doesn't show up and/or call in, there will be no refund granted. This policy is not in writing yet.

11:50 Application modification: Two suggestions have been received for modifying the application. Shorten the block (blank spaces in block 2) for the requested courses and have the employee certify that he/she meets the prerequisites for a course and/or work experience requirement for a qualification.

After group discussion, it was voted to leave the application as it is currently. Discussion ensued as to the verification of course requirements. Douglas pointed out that in the Procedure, it states that the student is held accountable for providing accurate and true information.

Douglas' comment: It is difficult to discuss modifying a form during a teleconference. You will need to have a copy of the form in front of you in order for this subject to progress smoothly. Recommend everyone state what they would like to see changed, then we discontinue the conversation until a draft modified form can be produced.

All agreed to use the initials "NAD" rather than list the Next Available Dates.

On the issue of dropping the 3rd alternate date space on the application, it was agreed to leave as is. Alternate date selection is strongly advised to provide guidance to UF for priority seating.

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12:00 Do the DCTEs want to see who has passed the ACI concrete Testing (not to be confused with the DOT Concrete Testing Level I qualification) Grade I certification?

*Yes. ACI has a list on their website ~ ACI-int.net\certification\certsearch.asp
This website was reported to be very user friendly and informative.*

12:05 What is the progress with relating KSAs to qualifications?

Douglas' comment: This is a high priority but no progress has been made to date. Is anyone working on this subject besides Ron Klein in District 6?

This is still in the works by Ron Klein and he will be sending a memo specifying dates.

12:10 Where do DOT employees go for MOT training after July 1, 2000? Does everyone need to be retrained?

Douglas comment: Please review procedure 750-030-006 before we attempt to discuss this issue.

At this point, IMSA training has been stopped until approval. It was also recommended not to go to Technical Schools, but to wait until approval of courses has been done. The Directors of Operations are drafting a letter (memo?) recommending that DOT employees begin using only "approved MOT training facilitators" after July 1, 2000. Cheryl Adams has a site on the Design web page that lists the approved MOT course facilitators as well as the approved MOT trainers. Douglas will look at providing a hyperlink between the DOT training web page and the Design/training/MOT web page. Sandy said she would also look into providing a hyperlink between the DESIGN/training/MOT web page and the CTQP web page.

12:15 Douglas is thinking about incorporating some of the TRANSPATH training into PE School. Douglas is thinking about a ½ day course on "an introduction to CPM scheduling" and a 1-day "construction claims" seminar. What is your opinion?

The group was in agreement that this would be a great addition to the PE School training. Douglas will work on using the TRANSPATH MODULE in the next school scheduled for July 23, 2000.

12:20 One of the comments about the TRANSPATH CPM scheduling course is that it is intended for those actually doing CPM scheduling. Have any of you had this feedback?

Douglas going to work on utilizing an introduction to TRANSPATH that students may find informative.

12:24 Thank you Lorie, Kelly, Terry, Max, Morris and Stephanie for assisting with the PE School graduation. It makes the drive a lot shorter for Yvonne and Douglas if several DCTE's stay an extra ½ hour and help us pack. Thanks again.

The next PE School will be in St. Petersburg July 24 – August 4. Yvonne needs your names by June 5th. The one-month follow-up Survey will be sent to all PE School attendees next week. Copies will be routed after receipt. The DCTE's have requested to also receive a blank copy of this survey as well.

12:25 When will the next teleconference be held? How about June 2? How about July 7 for the next one? Since we will be meeting in August, we should not need one in August?

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The next teleconference is scheduled for May 31, 2000 – 10am – Noon. Douglas will let us know if the equipment is available.

A suggestion was made to start the next “face to face” DCTE meeting on Wednesday, August 2nd instead of the morning of the 3rd. Everyone agreed to block out both days. Douglas and Yvonne will keep us informed if there are enough agenda items. Remember this is during the last week of Project Engineer’s School so you will want to stay over for graduation too.

Additional Items Discussed:

LBR Training – It is recommended that knowledge of ACI math is of critical importance to the success of the class. Pre-study materials will be coming soon.

90% of all CTQP Course failures are by FDOT people.

A new CTQP Course Catalog is on the website. Pre-requisites and requirements have been changed.

12:45 Meeting Adjourned

Additional Items Discussed: