

## **DCTA Teleconference Minutes**

**June 8, 2004**

**9:00am**

**Attendees:** Douglas Townes, Randy Borgersen, Max Pearlstein, Henry Pico, Eddy Wilson, Ken Cox, Lori Spruce, Yvonne Collins, Terry Jones, Daphne Mahagan, Sybil Jordan, Debbie Glatz, Janet Degner, Nina Barker, Brenda Haygood, Vivi Kavadas, Sandy Greenwood

**Introductions:** Janet, Nina and Randy were introduced. Douglas and Yvonne are still in charge of the quality of the training, so for those issues, please go directly to Douglas. Contractual and financial issues go to Randy.

**CTQP Application:** After it is blessed by the department and CTQP, Yvonne will get a copy of the application to Sandy for posting to the CTQP website. Yvonne will also supply a link to the FDOT website so the drop down boxes and other electronic functions are fully available.

**Self-study update:** Asphalt Paving Inspection lacks the final quiz before it's ready. Douglas said to go ahead and complete this as a CBT.

**Construction Academy Update:** Sandy will send the attendee list, attendee letter and attachments and the agenda. DCTAs will confirm attendees by Thursday, 6.17.04 COB. Confirmations should be sent to Jennifer. There will be no refreshments for the social hour. There will be no food, coffee or beverages provided for the duration of the academy. While they are there, DCTAs might want to go out to dinner with the attendees from their districts. All FDOT hotel reservations have been made. If you've already made reservations, just send confirmation number to Yvonne.

Jennifer reviewed the attendees for whom we still need applications.

**Construction Management/Engineering Technician Academy Task Teams:** Douglas serves on one and Yvonne on the other. There might be two new schools next year in addition to the Construction Academy. Douglas will email the minutes of the development meetings.

**Budget:** Yvonne: do not use your pcard any more for this fiscal year. FDOT will have a resolution to this issue by Friday. CTQP is providing a detailed list of training to FDOT so the \$216K can be correctly charged.

Districts 1, 2,3 & 7 statements of training provided are correct. When you get your report on Thursday, take a close look at it and let Yvonne know if you have any questions, concerns or changes.

**CTQP Staff Changes:** Janet is serving as Interim Director. The job description for the new director just gained UF College of Engineering approval and will be posted soon. The management team members are Janet Degner, Nina Barker and Bill Heitman.

**Audit response:** Randy's biggest job is writing the new contract so it is more "fee-based". It will probably look more like the MOT contract. The CTQP Advisory Council will function like the MOT advisory committee. UF will continue to be the provider for a while. There is no plan to change the database system. Right now, when an MOT course is presented, the presenter's exam is administered. UF will still be the central provider and grader of exams. Other exam monitors will still be used. One of the strong points of our program is this standardized exam. Several colleges want to provide the course. Max: this new system could be very confusing for south Florida regarding schedule issues. Ken: there will also be a big change in the way we pay for these. Max: I'm not sure the Central Office has taken a good look at the consequences of this decision. Daphne: CTQP will not know what sessions are attended with other providers. We need to be able to look at training histories and have them be complete. Douglas: Exams and qualifications will still reside with CTQP and will appear on the training history.

Max: the crosslink between CTQP and TRESS is still not implemented. DCTAs will be getting bills from all over. Sybil: everyone can choose CTQP to provide all your training and get a bill from one place. Yvonne: this is not etched in stone and represents Ananth's intent at this point. He is looking at transferring each district's budget to the cost center. Lori: I could be a pcard holder for Yvonne's account with a cap in place. Yvonne will forward this suggestion.

DCTAs are concerned about how to pay for CTQP sessions. Douglas said the money will flow down to the districts or the Central Office will pay for this training. Lori: Does the payment clock start on the date training is received or the date the statement of services is received? This will be difficult for Lori because she has five different accounts. Douglas: Let's work on details and get back to you. Janet and Lea committed to have the monthly statements out not later than the tenth of each month.

**On-line reservations:** Lori saw this as more paperwork. Douglas took a poll to determine if each DCTA perceives this system as more or less paperwork than the previous system. District 1 more, D2 less, D3 not clear, D4 less and

this is a good system, D5 will start by July 1 and believes it will be very beneficial, D6 piece of cake - no paper work - reconciles every month, D7 not using, SMO working on it.

The confirmation from an online reservation must be printed (3 pages) at the time the reservation is made. Ken saved the confirmation as a file, emailed it to Max and Ken received it. Districts can therefore choose to print the confirmation page or not as needed. Lori stated she no longer has a concern regarding online reservations.

**CTQM changes** to Chapter 6 due to electronic pile course. FDOT will provide written authorization regarding qualification requirements by the time the pilot course for the laptop portion of the PDI course is presented. Changes to Chapters 2 and 8 are finished and distributed. Max: Technician should not lose their qualification when the new module comes out. Douglas: this is a reasonable suggestion; Max will document and send to Douglas. MSE Wall contract has not been implemented.

**Database Update:** Yvonne: TRESS UF code for instructor is QC\$\$\$ so instructors were not being uploaded to TRESS. Bill Bryan changed instructors to UF QCTQ and everything should be working now. Max saw nothing in the TRESS history and Yvonne will contact Bill.

**Combining Concrete Field and Concrete Lab courses:** Eddy: We should combine the courses. Max: we don't want a combined course; when it was combined it was a problem because people were failing. Leigh Markert and Mike Bergin from the TRT agreed the courses should be separate. Ken will take this up with the DMEs and report back to DCTAs in July.

**Next teleconference date:** Sept 23

**Next meeting** is in two parts July 20, 8-12 and July 21, 8-12, in Ft. Lauderdale.

**Meeting following** that is Dec 7, 1-5 and Dec 8, 8-12 in St. Augustine at the Hilton Garden Inn.