

Summer 2018 MINUTES
NSPS Certified Survey Technician Board
July 19-21
Vincennes, Indiana

1. **CALL TO ORDER** – (Moynihan) :9:00am
2. **ROLL CALL AND DECLARATION OF QUORUM:**
Haase, Moynihan, Torrence, Fenn, Burch, Rambeau.
Guests – Thurow, Ellerbrock
3. **ASSIGN RECORDING SECRETARY:** Rambeau
4. **ADOPTION OF ORDER OF BUSINESS:**
5. **APPROVAL OF MINUTES:** Approval of minutes from April 19-21 2018
6. **FINANCIAL REPORT** – (Haase).
 - a. **Quarterly Report** – Board review income and expenses – Significant increase in testing and revenue
7. **OLD BUSINESS**
 - a. **Report on action items/Task List from Spring Meeting** (See Task list)
 - b. **Spatial Media and Learn CST Report:** (Thurow) Learn CST moving to different platform. Hope to have transition completed by fall.
 - c. **CST Historical Information** – Organization, (Torrence) Update Status
Ron working on **CST historical data** from the ftp site now on a hard drive. He will work to organize and update the data with minutes, etc. from the last few years. Ron to get any additional information from Don Falken.
 - d. **Level 3 Sample Test Solutions** (Rambeau)
Rambeau has done solutions, First draft completed and reviewed. Will make revisions and forward to Trish by Fall for placement on website.
 - e. **CST States Coordinators:** Contact and send packet of information (ALL)
Status of outreach by each Board member to all their Region's State Coordinators. Problems, successes, offer assistance, etc. **Fenn has updated letter for state coordinators and proctors** with info about learncst.com, recognition of CST in State Assoc., advice for test takers, etc. and distributed to the rest of the board. **A personal call to each coordinator is recommended**
 - f. **Overall Question Database Project:** . Final Work Element – Level II *completed* by van Gelder, Burch and Moynihan. *Overall Project Completed!* Group will now work on Level III Boundary, Field Operations work element to add more boundary related questions

- g. **Mining Surveying Certification** (Haase)
Haase to check with Curt Sumner to see if any further action by CST Board is necessary at this time. Curt to re-contact Carl DeBacca and report to Haase. Also Art to coordinate with Curt and request from pipeline surveyors.
- h. **Flip Chart / Surveying Formulas** (Tim Burch)
Tim and Bob worked on formula preparation. Tim to continue develop the final product and report at fall meeting.
- i. **California Union(s) use of CST Program.** (Torrence)
Torrence will continue to contact Armand (CA Director/CST) about finding a way to get a connection to Union and promote the CST Program in CA.
- j. **Sample Test Question Revisions** (ALL) Ongoing
When time permits will take actual problems from exams and modify slightly for new sample exams. Solutions will also have to be provided. **Completed at this meeting.**
- k. **Exam Solutions (Working Groups - All): Completed at this meeting**
- l. **Board consultant member** (Haase) This position has been eliminated.
- m. Discussion on **new Board members** (All) Visitor Norm Ellerbrock attended meeting and discussion about Glen Thurow's position.
- n. **Level IV Question Review** (van Gelder)
van Gelder will bring Level IV questions and advice on grading technical reports to next meeting for discussion. Haase and Rambeau offered to consult with teacher at Vincennes and Randy's office person if van Gelder sends them our current evaluation form. Are we assessing the test question correctly. Met with Terry Nicoletti of Vincennes University, who provided a revised grading template. Randy will check with his contact for comments and report at fall meeting.
- o. **NSPS Education Committee looking for training type material** for companies to use to train technicians. Moynihan to talk to Thurow about Levels I & II workbook created for training class with NY Union report back to board. Torrence, Thurow and Moynihan to attend NSPS Education Committee meeting in the fall (College Park MD) to discuss ways CST Board can assist.
- p. Effort to promote CST Program now that **NICET Highway Survey option is gone.** (Rambeau) Motion to be brought to NSPS board at fall meeting by Rambeau requesting NSPS president send letter to all state DOT'S providing information about the nationally

recognized NSPS CST Program and asking them to require all survey consultants to have CST certified personnel.

- q. **CST Promotion Award** (All)
Possibility of awarding one to Ricky Brooks (NY) and do this annually for publicity. (will discuss in Summer) Moved to new Business.
- r. **FIG grants for CST Program** to us for(Promotion?) (Torrence & Fenn) to follow up with John Hohol)
- s. **Idea of a CST Webinar/Video**, Art to contact former student about assisting in developing a dynamic video of the intro to CST power point and others.
- t. **Van Gelder T-shirt promotion**, ask Trish/Sara to pick 1 or 2 techs each quarter for a T-shirt. Talked with Trish and she will follow up and implement.
- u. **New blurbs** for News & Views, CST-Facebook site (van Gelder/Trish).
- v. Future of exam delivery when **Stanczak retires** (Blackboard?) discuss at summer meeting. Met with Debbie and she is aware that arrangements will be needed when the time comes (3 years +/-)
- w. Discussed **Google search engine being allowed** on 1 or 2 computers during test. Proctor monitored. Van Gelder to question examinees in Orlando and report back. Celeste unable to ask examinees, she will try later.

8. NEW BUSINESS

- a. **Quarter 1 Grading:** Challenges were reviewed – Done
 - Level I 135 passed, 113 failed
 - Level II 67 passed, 58 failed
 - Level III 20 passed, 21 failed
- b. **Update Board Roster:** (All) Voted Norm Ellerbrock and Glen Thurow as new Board members
- c. **New CST Website** (Milburn) Board reviewed and discussed comments with Trish. Board very satisfied with new website.
- d. Prepare **CST Board Annual Report to NSPS Board of Directors** (Moynihan)
Due for presentation at Fall NSPS meetings in College Park
- e. Prepare a **script for a CST Video(s)** to possibly be filmed at Fall NSPS meeting

Into to CST - How to Prepare - How to take test. We can hire a “reader”
 Board discussed and decided to look at a different approach. Art to check with a former gradate (Ryan Swingly?). Trish to also look into this for us.

- f. Contact Curt Sumner on **pipeline and mining survey** technician testing. Art to follow up with Curt and Tim to check with Jan Folkens on Pipeline item.
- g. **International survey competition** test questions November 18, 2018. Burch. Board discussed various options, Tim to continue to investigate and notify board if they can help in any way.
- h. Discussion about **CST recognition award** to be presented to individuals who have been strong supporters of the CST program.
 Board discussed creating a promotion award to individuals or firms that have been particularly active in promoting the CST program. Board recommends contacting Sara to select 1 individual and 1 firm to receive this award annually. Award to consist of an engraved plaque using the CST certificate as background and the following wording: “In grateful appreciation by the CST Board for your significant and continued interest in and promotion of the CST program” ---- Name, date.
- i. Location of Spring 2019 meeting. Tentatively Orlando. Ron to look into rates and respond back to Board.

TIME AND DATE OF NEXT MEETINGS:

Meeting	Date	Location
Fall 2018	October 17-21, 2018	College Park, MD
Winter 2018	Fenn and Haase	By Phone
Spring 2019	April 24-28, 2019	Orlando
Summer 2019		
NSPS Spring 2019	April 8-12, 2019	Arlington Hilton

ADJOURNMENT – 4:00 pm. July 21, 2018