

Fall 2018 Minutes
NSPS Certified Survey Technician Board
October 18-20
College Park, Maryland

1. **CALL TO ORDER:** 8:15
2. **ROLL CALL AND DECLARATION OF QUORUM:** Members present: Glen Thurow, Ron Torrence, Bob Moynihan, Celeste van Gelder, Randy Rambeau, Norm Ellerbrock, Don Falken, Tim Burch (joined later and when available)
Members absent: Art Haase, John Fenn
3. **ASSIGN RECORDING SECRETARY:** Glen Thurow
4. **ADOPTION OF ORDER OF BUSINESS:** added items in new business
5. **APPROVAL OF MINUTES:** Approval of minutes from July 19-21, 2018, Bob, 2nd Norm
Motion approved
6. **FINANCIAL REPORT** – Review by board
 - a. **Quarterly Report** – Board review of income and expenses
 - b. **Annual Budget** – Board review and discussion- ask Art to share Budget and financial information from NSPS Treasurer with other board members. **Added to Art's task list.**
7. **OLD BUSINESS**
 - a. **Report on action items/Task List from Summer Meeting** (See Task list)
Board went through task list and made updates
 - b. Spatial Media and Learn CST Report: Thurow gave update on new CST site
 - 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.
Don to add his data to this hard drive. Ron to report in the spring.
 - d. **Level 3 Sample Test Solutions** (Rambeau)
Rambeau to report on status. **Done**
 - 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. All will continue to send information to Trish for update on CST website. **New area assignments:**

Bob, CT, ME, MA, NH, NY, RI, VT
Glen-NM, AZ, NV, CA, UT, CO

Ron- AK, OR, WA, HI, ID, MT
Randy- NC, SC, TN, KY
Don-DE, D.C., MD, NJ, PA, VA, WV
Celeste- MS, AL, GA, FL, PR
Art-WI, MI, IN, OH,
Norm, MO, KS, NE, WY
Tim- IA, IL, MN, ND, SD,
John- TX, OK, AR, LA

Ask Trish about map showing above assignments put on the website.

- f. **Pipeline and Mining Surveying Certification** (Haase) Moot -no longer active
- g. **Flip Chart / Surveying Formulas** (Tim Burch) Current status?
Tim looking into ideas for producing an inexpensive formula document to provide to examinees similar to Flip-Chart. Status report. Tim- 30 day graphic ready- will send to the board for review.
- h. **California Union(s) use of CST Program.** (Torrence) Ron to follow up.
Torrence will work with Armand (CA Director/CST) about finding a way to get a connection to Union and promote the CST Program in CA. Torrence will contact Glen and will make contact with Calif. Director.
- i. Discussion on **Board members status and regional areas of responsibility (All Done)**
- j. **Level IV Question Review** (Rambeau) Review of new grading sheet. Change to 15, 10,10 Rambeau offered to consult with office person and report. Are we assessing the test question correctly? *Review revision offered by Vincennes professor at summer meetings.* **Board accepted revisions.**
- k. **NSPS Education Committee** (Torrence, Moynihan and Thurow) Looking for training type materials 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 and Moynihan **to attend NSPS Education Committee** (Steve Gould) meeting in the fall (College Park MD) to discuss ways CST Board can assist. **Board attempted to meet with education committee unsuccessfully.**
- l. Effort to promote CST Program now that **NICET Highway Survey option is gone.** (Rambeau) Motion to be brought to NSPS board by Rambeau requesting NSPS president send letter to all state DOT'S providing information about the nationally recognized NSPS CST Program and asking/suggesting 1-to require all survey consultants to have CST certified personnel and 2- promote that their own DOT employees get certified. Motion approved. Randy to follow up with help on letter.

- m. **CST Promotion Award** Moynihan to follow up and report
- n. **FIG grants for CST Program** to us for (Torrence & Fenn) to follow up with John Hohol) **Done- did not pan out.**
- o. **Idea of a CST Webinar/Video**, Trish and Art to see about converting CST power points to dynamic videos. Hold until PPT have been reviewed. Possible motion. Discuss with Ex. Con about funding. **Glen to explore and report.**
- p. **New blurbs** for News & Views, CST-Facebook site (van Gelder/Trish). See item f under new business (assemble work group members) **Done**
- q. 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 to ask examinees whether this would be beneficial- Celeste will report.

8. NEW BUSINESS

- a. **Quarter 1 Grading:** Challenges were reviewed – **Done**

Level I	58 passed,	56 failed
Level II	25 passed,	13 failed
Level III	8 passed,	7 failed
Level IV	5 passed,	0 failed
- b. **Update Board Roster:** (All) Done- given to Trish
- c. **Status of CST State Coordinators:** (ALL) Done
Board members need to confirm with their regions who are currently serving and have list on CST website corrected.
- d. **New CST Website** (Milburn) Board to review latest iteration and comment. Review with Trish. Met with Trish, reviewed, and made suggestions.
- e. Work group to make **revisions to Level III Boundary exams** (Field Operations work element). Adding more boundary related questions from list that Ron has. Ran out of time. Will add to next agenda.
- f. Work group to **update work element descriptions** to reflect new technology (scanning, lidar, etc.) Level II and III. Language to be changed in Level III, work element- Field operations- Trish has information to make change.
- g. **On-Line vs Paper exams** report by Moynihan- Info to be presented annually.
Available from spreadsheet file from Debbie Stanzak (Vincennes)

- h. **Financial Assistance for technicians** to take examinations. Pass reimburse? Pass get bonus? State societies ½ ? Discussed. Don made the request during his NSPS report.
- i. **Question Analysis Statistics** (thru Blackboard for on-line exams) (Moynihan) – should we use to start to cull out poor questions in database. **No follow up at this time.**
- j. **Interest in possible new CST Board members:** Report
R. Moynihan: Willace Johnson, Tyler J College (Henry Kuehlem TX Director)
Extend invitation to Willace Johnson to attend spring or summer CST meeting.
- k. **Develop additional Testimonials**, blurbs for News and Views and CST Website ()
Update current list and give Curt Sumner schedule for N&V. **Done**
- l. Curt Sumner report on his August **presentation to NCEES Surveyor group** on the NSPS CST program. Send email to Curt about licensure requirements in each state.
Thurrow to follow up.
- m. **Training Material Workbooks developed for Union** (Moynihan) getting requests, designed for in-class, instructor led training, what about LearnCST. Board discussed and policy developed. Bob to email documents to all board members.
- n. **Should CST Program be incorporated?** Liability to NSPS, etc. Pros and Cons.
Discussed by the board. No action required.
- o. Don to draft **historical financial information** into a chart.
- p. CST membership Level in NSPS- Level for Technicians? Discussed. No changes were made.
- q. Review CST Brochure- change “More Info Link”- in two places-Put on Trish’s task list.

ADJOURNMENT – 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	July 17-21, 2019	Vincennes
NSPS Spring 2019	April 9-13, 2019	Arlington
NSPS Fall 2019	Oct 16-19, 2019	Wisconsin?

NSPS Spring 2020

March

Arlington

ADJOURNMENT –