

Spring 2018 MINUTES
NSPS Certified Survey Technician Board
April 19-21
Vincennes, Indiana

1. **CALL TO ORDER** – (Haase) : 11:00 am, April 20, 2018
2. **ROLL CALL AND DECLARATION OF QUORUM:** Yes
Haase, Moynihan, Torrence, Rambeau, Fenn, van Gelder
3. **ASSIGN RECORDING SECRETARY:** van Gelder
4. **ADOPTION OF ORDER OF BUSINESS:**
5. **APPROVAL OF MINUTES:** Approval of minutes from October 4-8, 2017. One change
6. **FINANCIAL REPORT** – (Haase).
 - a. **Quarterly Report** – Board reviewed income and expenses
7. **OLD BUSINESS**
 - a. **Report on action items/Task List from Fall Meeting** (See Task list)
 - b. **Spatial Media and Learn CST Report:** Thurow – Glen submitted a report and Board discussed various aspects of it.
 - c. **CST Historical Information** – Organization, (Torrence) Update Status
Ron working on **CST historical data** from the ftp site now on the hard drive. He will work to organize and update the data with minutes, etc. from the last few years
 - d. **Level 3 Sample Test Solutions** (Rambeau)
Rambeau has done solutions, Rambeau hopes to send out for review by Board prior to summer meeting.
 - e. **CST States Coordinators:** contact and 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. **Fenn** updating letter for state coordinators and proctors about learnkst., recognition of CST in State Assoc., advice for test takers, etc.
 - f. **Overall Question Database Project:** Teams of two Board members have been assigned to go thru all three levels in specific work elements and edit, revise, modify or replace question. Level III completed. Task completed! Only Level II Plan Reading left.
 - 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.

- h. **Flip Chart / Surveying Formulas** (Tim Burch)
Tim and Trish to look into Tim's ideas for producing an inexpensive formula document to provide to examinees. No report.
- i. **California Union(s) use of CST Program.** (Torrence)
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 about further contact with Calif. Director.
- 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. No activity this meeting.
- k. **Exam Solutions (Working Groups - All):** On Going -
Do math solutions first (Level II and Level III not completely done)
Do word solutions (sources) second
Put in a binder to be sent to every meeting
Question relevancy/update?
Possibly create a detailed exam spreadsheet to assess duplicate type questions on the same exam (like D Falken did for L I)
Summary of last few years of solutions created as well as list of problem solutions still needed.

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8. NEW BUSINESS

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

Level I	57 passed, 16 failed
Level II	10 passed, 11 failed
Level III	11 passed, 2 failed
Level IV	5 passed, 0 failed
- b. **Update Board Roster:** (All) (Done)
- c. **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?

- d. Discussion on duties and expectations for **Board consultant member** Haase to contact.
- e. Discussion of **new CST Board members**. Amanda Askren (WA) (Torrence to call), Amanda Allred (NM)(Haase to call), will both be invited to Summer meeting. Don Falken (MD) will rejoin board at fall 2018 meeting.
- f. Meeting in **College Park MD for fall NSPS meetings**, Board approved Torrence motion for at least 1 board member to attend every spring and Fall NSPS meeting. Board approved Torrence motion and to request that a room be reserved at both spring and Fall NSPS meeting for 2 hours on committee day.
- g. **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.

Also Ron and Bob to Attend NSPS Education Committee meeting in the fall (College Park MD) to discuss ways CST Board can assist.

- h. Effort to promote CST Program now that **NICET Highway Survey option is gone** 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 them to require all survey consultants to have CST certified personnel.
- i. **New CST Website** (Milburn) should be up soon.
- j. **NY Union (IBOE)** Moynihan prepared a Level II workbook for 8 week training class. Done.
- k. Status of CST Level IV being accepted by **State Licensing Board** (Sumner) Yes, VA still does this.
- l. Ricky Brooks: CST Training PP to Website, **Idea of a CST Webinar/Video**, Trish to see if Joe Paiva will be at Spring NSPS meeting, and if so will discuss possibility of taping a CST intro PowerPoint.
- m. Ricky Brooks possibility of awarding him a **CST Promotion award** and do this annually for publicity. (will discuss in Summer)
- n. **FIG Grants** for the CST Program to us for (Torrence & Fenn to follow up with John Hohol)

- o. van Gelder **T-shirt promotion**, ask Trish/Sara to pick 1 or 2 techs each quarter for a T-shirt (van Gelder will send number)
- p. **New blurbs** for News & Views, CST-Facebook site (van Gelder/Trish).
- q. Future of exam delivery when **Stanczak retires** (Blackboard) discuss at summer meeting.
- r. 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.

TIME AND DATE OF NEXT MEETINGS:

Meeting	Date	Location
Summer 2018	July 18-22, 2018	Vincennes, IN
Fall 2018	October 17-21, 2018	College Park MD
Winter 2018	Fenn and Haase	By Phone
Spring 2019		
NSPS Fall 2018	October 17-21, 2018	College Park MD
NSPS Spring 2019		

ADJOURNMENT – 4:00 Saturday 21, 2018