

**Spring 2019 MINUTES**  
NSPS Certified Survey Technician Board  
May 1-5  
Orlando, FL

1. **CALL TO ORDER:** 9:00 am
2. **ROLL CALL AND DECLARATION OF QUORUM:** quorum present-  
Art Haase, **AH** (Chair)  
John Fenn, **JF**  
Randy Rambeau, **RR**  
Don Falken, **DF**  
Norm Ellerbrock, **NE**  
Ron Torrence, **RT**  
Glen Thurow, **GT**  
Tim Burch, **TM**  
Celeste van Gelder **CG**  
GUEST: Amanda Allred, **AA**
3. **ASSIGN RECORDING SECRETARY:** Glen Thurow
4. **ADOPTION OF ORDER OF BUSINESS:** Motion to accept-**JF, RR 2<sup>nd</sup>**, passed
5. **APPROVAL OF MINUTES:** Fall meeting minutes-. **RT, NE 2<sup>nd</sup>**, passed
6. **FINANCIAL REPORT** – Excess revenue over expenses- \$98,550 (2018). General comments:

The numbers applicants tested has steadily increased every year since 2015. **AH-US** Department of Labor recognizes CST for both boundary and construction for apprentice certification. California is a union state- Companies with CST apprentice can now bid on union projects. ILL and NC using CST program. Cost for exam going down- economy of scale. Paper exams outnumber requests for CBT. **TB** -costs is a concern to NSPS board. **AH** to codify reasons why expenses are in line with revenue. **AA** Facebook -the field crew. Lady land Surveyor- Instagram. **AA** encourages board members to create an account on these social platforms if they haven't already.

- a. **Quarterly Report** – Board review of income and expenses.
  - b. **Annual Budget** – Board review and discussion.
7. **SPECIAL BUSINESS – Closed Business Meeting**  
**This portion of the meeting will be closed to the public to discuss a possible breach of exam security.** Motion: **AH, RT 2<sup>nd</sup>**. To enter into closed session- **Passed**

## **Open Session- The Board returned to open session**

### **Board in open session- motions are numbered for easier reference.**

- 1) Motion: made **RT, 2<sup>nd</sup> JF**: Based on the exam statistical analysis and supporting documentation that the certification of Griffith, Hutson, and Gregory be revoked.

#### **Passed**

- 2) Motion: **RT, 2<sup>nd</sup> RR**: Based on the exam statistical analysis and supporting documentation that the approval of David Sullivan to be a proctor is terminated and his certification as a CST Level 4 is revoked.

- 3) Motion: to withdraw Motion 2: **RT, RR 2<sup>nd</sup>,**

#### **Passed**

- 4) Motion: **RT, 2<sup>nd</sup> NE**, Based on the exam statistical analysis and supporting documentation that the approval of David Sullivan to be a proctor is terminated.

#### **Passed**

- 5) Motion made **RT, 2<sup>nd</sup> DF**: Withdraw motion 3 and reinstate motion 2 revise as follows: Based on the exam analysis and supporting documentation, that the approval of David Sullivan to be a proctor is terminated and all his certifications as a CST are revoked.

#### **Passed unanimously**

- 6) Motion made by **JF, 2<sup>nd</sup> NE**: That the memorandum dated May 3 concerning test irregularities be sent to the NSPS executive committee.

#### **Passed**

Note: Vincennes forwarded statistical information on the other 3 exams that proctor Sullivan administered. No irregularities were noted in time or procedures.

## **8. OLD BUSINESS**

- a. **Report on action items/Task List from Fall Meeting** (See Task list) Updated by Norm Ellerbrock- Report on task activities for each member. Norm will distribute updated lists. DONE
- b. **Spatial Media and Learn CST Report:** (Thurow) Allen Cheves is close to migrating to the new RainMaker Site. There will be a fast-track on a fee basis \$95 but still fee content available. Ongoing
- c. **CST Historical Information** – Organization, (Torrence, Falken) 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.  
Ongoing

Suggestion made by **DF** to zip files to overcome problem of the length of file names (256 characters). Need to consider utilizing the cloud instead of a hard drive for this data.

DF has taken the drive and he and Bob Moynihan are going to work together to update the Drive.

- d. **Flip Chart / Surveying Formulas** (Tim Burch)  
Tim looking into ideas for producing an inexpensive formula document to provide to examinees similar to Flip-Chart. Status report. Ongoing

This responsibility has been reassigned to **NE** and **TB**

- e. **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 and will make contact with Calif. Director. See Art's comments above.

- f. **CST Promotion Award** (Moynihan)  
Possibility of awarding one to Ricky Brooks (NY) and do this annually for publicity. (will report) Bob to approach NSPS Awards Committee

Motion: **RR, RT 2<sup>nd</sup>** Two awards are to be created and awarded annually; one for a company and one for an individual. Criteria will be developed. The award will be administrated by NSPS award committee.

**Passed**

- g. **Idea of a CST Webinar/Video**, Trish and Art to see about converting CST power points to dynamic videos. Thurow to follow up.

Motion: **JF 2<sup>nd</sup> RT** Pending budget allowance, \$7500 be allocated for the production of a professional video highlighting the positive aspects of becoming a CST.

**Passed**

Note: A call to Bob Jupin was made concerning the budget and whether there are funds available to produce the video(s). Bob indicated that there were no funds available. Discussion to continue.

- h. 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. New CST Website (Milburn) Board to review latest iteration and comment.

Board consensus: **no**

- i. 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. 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.

Each CST Board member must provide RR with the contact information for each DOT Survey lead for the states under their jurisdiction. This should be done prior to leaving Orlando.

## 9. NEW BUSINESS

**Day 2 convene 8:10 am Note: CG** not present for the remainder of the meeting.

Motion: **JF, RR 2<sup>nd</sup>, TB** will ask NSPS Executive committee that budget line 52403 be increased from 2,000 to 9,500, money to be taken from the income account. The money will be used for a one-time video production extolling the virtue of becoming a CST.

**Passed**

- a. Quarter 1 Grading: Challenges were reviewed – Done
- |           |     |         |    |        |
|-----------|-----|---------|----|--------|
| Level I   | 130 | passed, | 42 | failed |
| Level II  | 10  | passed, | 14 | failed |
| Level III | 14  | passed, | 9  | failed |
| Level IV  | 4   | passed, | 1  | failed |

Update Board Roster: (All) - Comments by **AA** regarding her observations about the activities of the CST Board.

Motion: **RR, 2<sup>nd</sup> JF, AA** nominated for a board position.

**Passed Unanimous**

Note: **AA** will only be able to attend 2 meetings a year because of other obligations and Corps of Engineer policy-

Tim Burch moved to alternate position. Amanda will take Tim's region. Norm will take III and Iowa. This summer we will reconfigure assignments. Expiring appointments to be determined during summer meeting.

Ron Torrence and John Fenn desire to stay to stay on through fall meeting.

- b. Work group to make revisions to Level III Boundary exams (Field Operations work element). Adding more boundary related questions from list that Ron has.  
Move to summer meeting in Vincennes
- c. Interest in possible new CST Board members: Report

Moynihan: Wallace Johnson, Tyler J College (Henry Kuehlem TX Director)

Note: **GT** will continue contact with Wallace Johnson and possibly invite to the fall meeting.

Note: Level 4 exam- Question by **NE**. Need to review, revise, and add new questions in Vincennes.

Motion: **RR, NE 2<sup>nd</sup>**. To meet in conjunction with NSPS in Bonnet Creek, FL at their hotel

**Passed**

#### 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 16-20th****	Orlando

NSPS Spring 2020 March 31-April 5 Arlington  
\*\*\*\*see new motion day 3

#### Day 3- Convene at 8:20 am

Discussion on LearnCST contract- negotiate with Allen Cheves. Allen needs to come to the meeting at Vincennes with video proposal, and financial data,

Register NSPS CST trademark. ASAP- Art to follow up with Trish.

Need bylaws established and policy manual review.

Motion: **NE, JF 2<sup>nd</sup>, NE, TB** to write bylaws and review policies and report at summer meeting

**Passed.**

Motion: **DF, JF 2<sup>nd</sup>**, Investigate possibility of forming a 501c3 foundation.

\*\*\*\*Motion: **RT, 2<sup>nd</sup> JF**- reconsider decision to meet in conjunction with the NSPS conference in Bonnet FL. Oct 16-20<sup>th</sup>. CST Board will have representation at the NSPS fall meeting but meet at our regular time and location.

**Passed**

Adjourn 10:20 am