

FALL 2017 MINUTES
NSPS Certified Survey Technician Board
October 4-8, 017
Frisco, Texas

1. **CALL TO ORDER** – (Haase) 9:30am, October 4, 2017
2. **ROLL CALL AND DECLARATION OF QUORUM:** Yes
 - a. Present:: Haase, Moynihan, Torrence, Rambeau, Fenn, Warren
John Pierce joined later
3. **ASSIGN RECORDING SECRETARY:** Warren
4. **ADOPTION OF ORDER OF BUSINESS:** Added New Business 8f, 8g, and 8h
5. **APPROVAL OF MINUTES:** Approval of July 20-22, 2017 Minutes with Amendments
6. **FINANCIAL REPORT** – (Haase).
 - a. **Quarterly Report** – details on Staff Expenses on second quarter report (B. Jupin). Nothing to report – too close to end of quarter. Jupin to send report to Board when completed
7. **OLD BUSINESS**
 - a. **Report on action items/Task List from Summer Meeting** (See Task List)
 - b. **Spatial Media and Learn CST Report:** Thurow – **if necessary:**
 - i. No report, but much discussion on the improvement of the site, sample questions, etc... Looked to be useable for a chapter presentation.
 - c. **CST Historical Information** – Organization, backup external drive and backup at NSPS office (Torrence) - Update Status:
 - i. Ron handed the hard drive to Sara, with all the historical data that Ron had assembled. Sara was to back up at office and return to Ron.
 - ii. Trish asked a question “What is the value of all the historical data (names, dates, etc...) currently stored in the “old” Access database. Discussion ensued and it was concluded that the data was important, but not critical. Trish thought she had what she needed to decide how to migrate from the old Access database to a “YL”(?) database.
 - d. **Program Book and CST Website Updates** (Trish):
 - i. Trish presented that she now has the site organized as requested by Tim Kent. She expressed some concerns about the Program Book (need or not), but was decided to keep. She also expressed her concern about the “non-easy” to find CST data. We discussed different methods to improve the prominence (visibility) of the CST logo, and Trish will research options, like a website just for CST? Or other methods to improve.

- e. **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
 - i. Will improve existing questions first, then look to Sample Questions. See new business item i.

- f. **Level 3 Sample Test Solutions (Fenn and Rambeau)**
Randy has done solutions, Don is sending Level III word document to Randy. Randy will send out for review by Board prior to Spring 2018 meeting.
 - i. Rambeau: Will be done by Spring 2018.

- g. **CST States Coordinators:** contact and packet of information (ALL)
Status of outreach by each Board member to all of their Region's State Coordinators. Problems, successes, offer assistance, etc.
 - i. See Task List

- h. **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. Goal to have Level II ready for entry at this meeting.
 - i. All Level II work element questions updated/revised except .Plan Reading and Preparation. Goal is to update these and all of Level III at spring meetings in Vincennes.

8. NEW BUSINESS

- a. **Quarter 3 Grading:** Challenges were reviewed – Hold to tomorrow

| | |
|-----------|----------------------|
| Level I | 31 passed, 45 failed |
| Level II | 3 passed, 10 failed |
| Level III | 3 passed, 5 failed |
| Level IV | 1 passed, 0 failed |

- b. **Update Board Roster:** (All) (as necessary)

- c. **Mining Surveying Certification:** Art Haase
Art connected with Carl C. DeBaca and asked him to coordinate with Curt Sumner and NSPS and to form a study committee and to follow up and get back to us. (Haase)
 - i. Report of conversation with Carl, and was recommended: has been tried before, but needs coordination with other mining organizations.

- d. **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.

- i. Need to research with Tim Burch about potential copyright situation. Trish will coordinate with Tim Burch to try to duplicate and publish. Looked to be useful for assistance in test preparation and testing.
- e. **Level IV Question Review** (Celeste)
Celeste will bring Level IV questions and advice on grading technical reports to next meeting for discussion. Art and Randy offered to consult with teacher at Vincennes and Randy's office person if Celeste sends them our current evaluation form.
 - i. 1 Exam graded – Passed.
- f. **Board Membership:** Discussion about Board Member Expectations stated there is a commitment to attend a minimum of two board meetings per year. Ron, Bob, and Art to contact others for potential future Board Members.
- g. **Calif. Webinar:** Ron will work with Armand Marois (CA Director/CST) about a seminar presented by Glen Thurrow hopefully in spring 2018..
- h. **New CST Blurbs for News & Views:** Board prepared some new additional CST "blurbs" for publishing on News & Views. Trish also noted our presence on Facebook may be able to be improved. She will research.
- i. **Discussion on status of sample exams:** Noted that they needed to be improved, but must wait until existing test questions can be improved.
- j. **Exam Solutions (Working Groups - All):** On Going -
 - Do math solutions first (Level II and Level III not complete 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 (like D Falken did for L I)

TIME AND DATE OF NEXT MEETINGS:

| Meeting | Date | Location |
|-------------|-------------------------|------------------|
| Spring 2018 | April 18-22, 2018 | Vincennes, IN |
| Summer 2018 | July 18-22, 2018 | Vincennes |
| Fall 2018 | October 17-21 | To be determined |
| Winter 2017 | John Fenn and Art Haase | By phone |

ADJOURNMENT – Saturday October 14, 4 PM.

SPRING 2017 MINUTES
NSPS Certified Survey Technician Board
April 19-23, 2017
Frederick, MD

1. **CALL TO ORDER** – (Haase) :
2. **ROLL CALL AND DECLARATION OF QUORUM:**
Haas, Falken, Fenn, Burch, Van Horn, Kent, Torrence, Moynihan, Rambeau
3. **ASSIGN RECORDING SECRETARY:** Moynihan and Fenn
4. **ADOPTION OF ORDER OF BUSINESS:**
5. **APPROVAL OF MINUTES:** Minutes of Fall 2016 approved
6. **FINANCIAL REPORT – HAASE:**
 - a. **NSPS Associate Member/CST Renewal Funds credited to CS T Issue**
As CST Renews, they are going to also get complimentary NSPS membership.
(may create a special NSPS category of CST). Funds will go to CST as renewal,
not to NSPS as membership. Per Tim Burch. CST Board approves this.
 - b. **Quarterly Report –**
FY 2016 results reviewed, Historical results reviewed. Quarter 1, 2017 results
also reviewed.
7. **OLD BUSINESS**
 - a. **Report on action items/Task List from Fall Meeting (Haase)**
Task list updated
 - b. **Spatial Media and Learn CST Report:** Thurow - Status, Complaints
CST Board members need continuous logon access? ()
 - c. **Business Plan 2017-2021:** Hasse
Group made final edits and revisions and completed the Plan. Tim Burch will
email to Board members.
 - d. **Spring NSPS/CST meeting Report (Torrence and Moynihan and Rambeau)**
Tim sent power point use in presentation to Board for information
 - e. **CST 30 Year Recognition Ceremony** – video report. Trish will check with Joe
Paiva to see if available.
 - f. **CST Historical Information** – Organization, backup external drive and backup
at NSPS office (Torrence) Will continue to work on as time permits.
 - g. **CST Website Updates (Kent)**

Sample test need to be updated and put on website
Tim sent report on revised website. Plans it on line before summer meeting

- h. **Sample Test Question Revisions** (Kent and Rambeau)
To Work on at Summer meetings.
- i. **Level 3 Sample Test Solutions** (Fenn and Rambeau)
Randy has done solutions, Don is sending him Level III word document to Randy. Randy will send out for review by Board prior to summer meeting.
- j. **DOT Efforts** (Kent)
Decision to stop this effort by Board and ask your State CST Coordinators to look into this and report back to you
- k. **CST States Coordinators:** (Moynihan) contact and packet of information handed out to board members. On everyone's task list to connect with their area state coordinator..
- l. **Blackboard Question analysis update** (Moynihan)
Report presented to Board for Level 1 results. Will ask Debbie to do for Level 2 and 3. Debbie will work with Sara showing her how to do it.
- m. **CST Longevity** (Trish) finding longest continuous CST
Trish has identified and will contact 17 people and ask if they would write testimonials and get recognized; News and Views, etc,
- n. **Request for new Testimonial with next renewal** (Trish is doing)
- o. **Reappointment to CST Board:** Tim to bring up at NSPS May and get all appointments updated and report back to CST Board.
- p. **Certified Test Site** document removed from web site. Causing confusion and not necessary to give exam. Will do away with on website.

q.

NEW BUSINESS

- a. **Quarter 1 Grading:** Challenges were reviewed –
 - Level I 46 passed, 37 failed
 - Level II 13 passed, 13 failed
 - Level III 14 passed, 6 failed
 - Level IV 5 passed, 1 failed

- b. **Update Board Roster:** (All) Lisa made revisions and sent out to all
- c. **Revisions to Proctor Instructions** (Trish and Sara)
Has been revised
- d. **Revision to “Steps for Examinee....” Statement on website** (Bob, Trish)
Revisions made and sent to all Board members.
- e. **Alaska Geomatics Program** Anchorage - need to be contacted to understand value of CST Program to their school
<https://www.uaa.alaska.edu/academics/college-of-engineering/departments/geomatics/> (Art will call Cliff Baker and then college)
- f. **International Union of Operating Engineers** report (Moynihan)
In January, met with Union people involved in presenting an 8 week training session in New Your City area. Prepared a training booklet for them as a result of the meetings (passed around to Board members). Will follow up with them on how they felt the testing went (scheduled for May).
- g. **Curt Sumner thoughts on future of CST :**
Sees to agree that we are on the right tract with a few areas that the Board is working on.
- h. **Level I exam shortening (and removing old equipment questions – Torrence**
Ron found that there were a large number of old equipment questions in the three Level I exams and suggested that we possibly shorten the exam and remove the questions. Discussion ensued as to the worth of including some old equipment questions and that the exam is only 4 hours as it is. Further discussion about all of the exams lead to the following item.....
- i. **Overall Question Database Project:** Four Teams of two Board members each have been assigned to go thru all three levels (I, II, and III) in specific work elements and edit, revise, modify or replace question. To report on progress at next CST Board meeting. Plan is to at least correct Level I exams at Vincennes this summer. Also see item k below.
- j. **Exam Solutions (Working Groups - All):** On Going - discussion about Level III exams not complete
Do math solutions first (Level II DONE! – Level III one bank left to check -
Not complete done
Do word solutions (sources) second
Put in a binder to be sent to every meeting
Question relevancy/update?
Add to detailed exam spreadsheet (like D Falken did for L I)
- k. **Question Changes/Review/Update (Working groups – All) – On Going**

Status of new questions: Approximately 300 questions are available to be inserted into tests as needed. (see the possible question/changes folder) This work can be done at the summer meetings in Vincennes. Put on summer agenda.

Make questions more relevant.

Remove all "none of the above..." type answers (13001, 23002, 23003, 33006, 33004, 33005, etc.)

Level I team:

Level II team:

Level III team:

TIME AND DATE OF NEXT MEETINGS:

| Meeting | Date | Location |
|----------------|-------------------------------------|-----------------|
| Spring 2018 | April 18-22, 2018 | Frederick, MD |
| Summer 2017 | July 19-23, 2017 | Vincennes |
| Fall 2017 | Oct. 5-7, 2017 | Frisco, Texas |
| Winter 2017 | John Fenn and Art Haase by phone | |

ADJOURNMENT –

SUMMER 2017 MINUTES
NSPS Certified Survey Technician Board
JULY 20-22, 2017
VINCENNES, INDIANA

1. **CALL TO ORDER** – 8:00 AM July 20
2. **ROLL CALL AND DECLARATION OF QUORUM:**
Haas, Fenn, Burch, Torrence, Moynihan, Rambeau, Van Gelder
Guest Glen Thurow
3. **ASSIGN RECORDING SECRETARY:** Moynihan and Fenn
4. **ADOPTION OF ORDER OF BUSINESS:**
5. **APPROVAL OF MINUTES:** Minutes of Spring 2017 approved
6. **FINANCIAL REPORT – HAASE:**
 - a. **Quarterly Report** –
Historical results reviewed. Quarter 2, 2017 results also reviewed.
Questions on Staff Expenses for 2nd quarter report, Request Jupin send written report to John Fenn
7. **OLD BUSINESS**
 - a. **Report on action items/Task List from Spring Meeting**
(Moynihan)
Task list updated List reviewed on 7-19-2017 night before this board meeting, Task List updated.
 - b. **Spatial Media and Learn CST Report:** Thurow,
Glen presented an oral report from Alan Cheves.
642 requested 1st quarter, 670 requested 2nd quarter in LEARN CST
Moodle Room costs high, maybe switching to “Rain Maker”
Doing more videos, one on LiDAR.
Has done webinar on taking test.
Graphics by Jim Croom, doing ebook
Elgin doing level 2 questions

Program started summer of 2011

Will probably be introducing subscription service - prices to be determined. Possibly \$100.00 to \$150.00 per quarter.

Planning on having study guide for each level

- c. **CST Historical Information** –Torrence
ongoing, will report next meeting
- d. **CST Website Updates** (Kent)
work with Trish to be completed by September 2017
- e. **Sample Test Question Revisions** (Hold)
When time permits will take actual problems from exams and modify slightly for new sample exams. Solutions will also have to be provided
- f. **Level 3 Sample Test Solutions** (Rambeau)
will send to CST Board prior fall 2017 fall meeting.
- g. **DOT Efforts** Hold for possibly future action
- h. **CST States Coordinators:** (Moynihan)
sent packet of information handed out to board members. On everyone's task list.
- i. **Blackboard Question analysis update** (Moynihan)
Report presented to Board for Level 1, 2 and 3 results.
- j. **Request for new Testimonials** (Trish)
Trish to send list of CSTs with longevity, to Board for possible local recognition.
- k. **Reappointment to CST Board:** (Kent)

Tim presented list to the NSPS Board of Directors; list was approved.

l. **Overall question Data Base**

Level 1 completed at this meeting

m.

NEW BUSINESS

a. **Quarter 1 Grading:** Challenges were reviewed – Hold to tomorrow

Level I 157 passed, 62 failed

Level II 42 passed, 27 failed

Level III 15 passed, 8 failed

b. **Update Board Roster:** (All) No updates

c. **Revision to “Steps for Examinee....” Statement on website** (Bob, Trish)

Revisions made and sent to all Board members

d. **Alaska Geomatics Program** Anchorage, Art called Cliff Baker and then called instructor at school and explained advantages of CST Program for assessment. Teacher confirmed there was not an issue with school.

e. **International Union of Operating Engineers** report, Moynihan, (New York) test was given about half of test takers passed. Request that Sara contact.

f. **Exam Solutions (Working Groups - All):** On Going

- g. **Discussions** about fall meeting schedule. Ask NSPS to feel free to attend Friday afternoon. Tim Burch gave overview of the NSPS Meeting schedule. NSPS Board to finish around noon on Saturday. CST Board to fly in on Wednesday,
- h. **Vincennes Meeting:** Art to check on availability of school and computer lab and also guest house for Spring 2018 Board Meeting.
- i. **Mine Technicians:** Art to contact Carl C DeBaca and report at fall meeting as to what they are requesting.
- j. **CST Level IV,** Celeste had question regarding the questions and the content. To easy?? Bring information to fall meeting.
- k. **Flip Chart,** (Tim Burch, Milburn) Continue investigation into publishing. Will advise board of information, and possible publishing before next meeting. May want send this document to applicants prior to test

TIME AND DATE OF NEXT MEETINGS:

| Meeting | Date | Location |
|----------------|-------------------------|-----------------|
| Fall 2017 | Oct. 4-8, 2017 | Frisco, Texas |
| Winter 2018 | John Fenn and Art Haase | phone |
| Spring | Apr. 18-22, 2018 | Vincennes |

ADJOURNMENT – Saturday July 22 4 PM