

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- f. **Pipeline and Mining Surveying Certification** (Haase) Moot -no longer active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 –

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.

|

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

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