

Fall 2021 MINUTES

NSPS Certified Survey Technician Board

October 21 - 23, 2021

San Antonio, Texas

Travel Dates: October 20 & October 23, 2021

1. **CALL TO ORDER:** Art Haase (AH), Randy Rambeau (RR), Ron Torrence (RT), Nick DiGruttolo (NG) and Norm Ellerbrock (NE)
2. **ROLL CALL AND DECLARATION OF QUORUM:** Quorum declared.
3. **ASSIGN RECORDING SECRETARY:** Norman Ellerbrock
4. **ASSIGN TASK RECORDER:** Ron Torrence
5. **ADOPTION OF ORDER OF BUSINESS:** Items h through q were added and agenda was approved.
6. **APPROVAL OF MINUTES:** Randy moved to approve and Nick seconded the motion. All approved.
7. **FINANCIAL REPORT –**
 - a. **Quarterly Report – reviewed**
 - b. **Annual Budget Update – reviewed**

1. SPECIAL BUSINESS –

No special business

1. OLD BUSINESS

- a. Report on action items/Task List from Summer Meeting 2021 (See Task list). Everyone went through their task list.
- b. Discussed needing to get a long term direction and where to go with the paper and online exams. Bob M. to call or zoom in.
 - i. Level I, II & III Exam produced by random selection.
 - ii. Status of cataloging the exam questions and answers for the exam.
 - iii. Ryan and Bob working on organizing the spreadsheet in a searchable format. Entire group to continue working on the review and organization.
 - iv. Update on Scantron.
 - v. CST Board members getting up to speed on question database at VU. More discussion regarding this following events since the summer meeting.

The Level III question pool organization is complete. Bob and Ryan are still working on Levels I and II. Bob feels it is possible to have all of the questions ready for NSPS to fully take over producing the exam for paper and online exams by the third quarter of 2022. At this point, the exam could be a true random exam for each individual test. Bob is experiencing difficulties with communicating with Curtis at VU. It appears the Curtis is swamped with other VU duties.

- a. Flip Chart update (NE). Norm provided an preliminary prototype. NE will provide final copy to NSPS for production. The flip chart is at the printer. The board will see a prototype soon for final approval.
- b. CST promotion awards for 2022. Glen Thurow and Allen Cheeves were nominated for the award for 2022. We will try to award Glen and Allen at our spring meeting.
- c. Level III Boundary Exam: new boundary related questions, updates & revisions. Bob, Glen and Norm are working on this.
- d. Level III Boundary and Construction and Office: New Technology: Add Scanning/LiDAR, UAV,

Mobile Mapping and BIM questions – Also add topics to Level III Work Element 2 in Program Book (All).

- e. CST Website: Status, Updates, Revisions, etc. (All). Nothing was noted on this topic.
- f. Status of Video.
- g. Update on CST Apprenticeship status. Norm forwarded questions to the USDOL representative working with us and is waiting for a response.
- h. Grade exams and id questions needing revisions from challenges. The results of the exams are listed below. A list of questions needing edits will be sent to Bob M. to be addressed in the database. The questions will need to be updated in the spreadsheet and at VU.
- i. Update on NV5 comments regarding Level I test and results. Norm provided an update. He had a good conversation with the NV5 individual.
- j.

1. NEW BUSINESS

- a. Marketing/Promotion/Swag. It was decided to see about adding the CST logo to the plastic scales and other items.
 - b. Proctor Interviews Updates. It appears as the number of interviews has increased and no one expressed any concerns with the interviews.
 - c. CST meeting checklist update. This looks good and will be used and updated as necessary.
 - d. Review all Levels test questions. The board feels we need to review the questions to ensure they are still relevant and appropriate. Norm will ask Bob M. and Ryan S. to provide everyone with the spreadsheet with the questions or with only a list of questions, pdf, word or spreadsheet. The Level I questions will be reviewed by Art and Nick. Level II questions will be reviewed by Randy and Ron. Level III questions will be reviewed by Don and Norm. The goal is to eliminate outdated, not relevant, unclear, unsupported and common sense questions. Bob and Norm will make sure everyone has what they need to work on this. The goal is to complete this task by the spring meeting so the group can review the questions and update the question pool as necessary.
 - e. NSPS fall meeting update. Norm gave an update on the NSPS fall meeting. The group agrees it is best to have two people attend the NSPS meetings as much as possible. Randy will attend the NSPS Spring meeting and Don if he is available. If Don is not available, Norm will attend. Norm will attend the fall NSPS meeting in Tulsa. Ron is interested in attending if the board does not have a meeting at the same time of the NSPS meeting.
 - f. Trig Star working on online exam and consulting with NCEES.
 - g. CST Task Sub-committee Groups. This will be worked on to be implemented more as tasks are assigned.
 - h. LearnCST Report. Glen provided a written report. LearnCST will provide the CST board with a report evaluating the exams. We will invite Jerry to participate in a zoom meeting to discuss his findings at the spring meeting.
 - i. Randy's Calls
- a. Charles Whittenburg Tennessee Surveyor with apprenticeship program. Norm is going to contact Charles and request a copy of his apprenticeship paper work to see how it would aid the CST apprenticeship paperwork.
 - b. Gary Minton – AECOM – developed hardware lock on flash drive for possible use for exam security. Randy will contact Gary and get clarification about the flash drive just being able to lock down a computer.
 - a. Trisha Lund – Texas CST Coordinator – Norm forwarded her bio to the group. Art will call her and invite her to the spring meeting.
 - b. Can PLS Take Only Level IV. This was researched and the answer is yes.
 - c. Call Christina @ NSPS. Art had a question about details of the expense report and got clarification from Christina.
 - d. Strategic Planning – Where should the CST program be in 2 years, 5 years, etc.
 - e. Promote Associate memberships for CST's. We will have to work with NSPS on how to best

- promote this.
- f. CST Exam Fees – add \$5 to fee and provide rebate to state associations. The board is unclear as to how best this would be implemented. This will need further discussion.
 - g. Call Allen Cheeves. We were able to review the CST video. All agreed the video looks good.
 - h. CST Share File Organization – Norm and Randy will work together to determine the appropriate format and file naming convention. All documents to be submitted for inclusion on the Share File site will be submitted to Randy and Norm for approval. They are responsible for placing the document on the drive.

11. Quarter Grading After challenge review

Level I	51 passed,	40 failed	13 postponed
Level II	14 passed,	15 failed	2 postponed
Level III	8 passed,	5 failed	1 postponed
Level IV	passed,	failed	

12. TIME AND DATE OF NEXT MEETINGS:

Meeting	Date	Location
Fall 2021	Oct. 21 – 23, 2021	San Antonio, Tx
NSPS Spring Meeting	March 29 – April 2, 2021	Arlington, VA
Spring 2022	April 21 – April 23, 2022	Corolla, NC
NSPS Spring 2022	March 29 – April 2, 2022	Arlington, VA
CST Summer	TBD	Vincennes, IN.
NSPS Fall 2022	October 12 – 15, 2022	Tulsa, OK
CST Fall	TBD	TBD

SPRING 2021 DRAFT MINUTES
NSPS Certified Survey Technician Board
April 29 – May 1, 2021
Orlando, Florida

1. **CALL TO ORDER:** 8:30 am (EST) by Art Hasse
2. **ROLL CALL AND DECLARATION OF QUORUM:** Norm Ellerbrock (NE), Art Hasse (AH), Randy Randy Rambeau (RR), Don Falken (DF), Lisa Van Horn (LV), Trish Milburn (TM), Guest Nick DiGruttolo (NG)
3. **ASSIGN RECORDING SECRETARY:** TM
4. **ASSIGN TASK RECORDER:** NE
5. **ADOPTION OF ORDER OF BUSINESS:**

Level 1, Question 35 issue to be reviewed during Level IV question review Item J.

1. **APPROVAL OF MINUTES:** Motion by Randy to approve, 2nd by Don, motion approved.
1. **FINANCIAL REPORT** – presented and reviewed
 - a. **Quarterly Report** –
 - b. **Annual Budget Update** –

1. **SPECIAL BUSINESS –**
 - a. Non-disclosure forms were signed and scanned copies to be held at NSPS headquarter.
 - b. Nick DiGruttolo was in attendance and is interested in becoming a member.
 - c. Alex Jenkins, Florida CST coordinator visited with the board about what he is doing to help others with CST preparations.

1. **OLD BUSINESS**
 - a. Report on action items/Task List from Fall Meeting 2020 (See Task list)
 - b. CST Historical Information (DF). Discussed needing to get a long term direction and where to go with the paper and online exams.

Motion was made to ask Bob M. to work with NSPS to work with the CST searchable question bank in excel. Motion by RR and amended by DF and approved by board. Don and Norm would like to be a part of the conversation between Bob and NSPS. This is to clean up exam questions and verify the question bank to ensure the paper exam and online questions match. This is also to prepare the paper question bank to be moved to Partest to obtain a more usable question bank.

- a. Flip Chart update (NE). Norm provided an preliminary prototype. NE will provide final copy to NSPS for production.
- b. CST promotion awards for 2021. Everyone is still working on this.
- c. Current Level I produced by random selection: issues of statistics, similar type questions, etc. (Debbie). To be covered at summer meeting.
- d. Status of cataloging the exam questions and answers for the paper exam.

Trish and Sara have completed this task. See Old Business Item b for additional details.

- a. Level I, II & III Exam produced by random selection. Still in progress.

- b. Level III Boundary Exam: new bBoundary related questions, updates & revisions: Still in progress.
- c. Level III Boundary and Construction and Office: New Technology: Add Scanning/LiDAR, UAV, Mobile Mapping and BIM questions – Also add topics to Level III Work Element 2 in Program Book (All). Still in progress.
- d. Level IV Exam Questions Revisions (All). Moved to new business.
- e. Research copyright or trademarking the CST name and logo. Trish and NSPS have completed this and we are copyrighted and trademarked.
- f. CST Annual Report must be prepared for the NSPS BOD Fall meetings (RR & AH). See task list.
- g. CST Board Members getting up to speed on question database at VU. Requested CST Board Members attend summer meeting to learn Blackboard software. Training by RT. To work on at 2021 summer meeting.
- h. CST Website: Status, Updates, Revisions, etc. (All) Trish is working on website updates.
- i. Investigation of possible Level IV answers being reused (JF & TM) Update. This is completed.
- j. Status of Video. Art and Allen talked and production is halted temporarily due to virus issues. Goal is to still have something prepared for summer meeting.
- k. Replacement discussion for retiring CST Board Members
- l.

1. NEW BUSINESS

- a. Follow up after planned Spring meeting visit by Russell P. Hyatt, incoming President FSMS and Nick DiGruttolo, PhD who has an interest in joining the CST Board. Nick attended the spring meeting and will be voted on at the end of the board meeting.
- b. Non Disclosure Agreement & Conflict of Interest Policy for CST Board Members. All members signed form and it will be scanned and stored on the NSPS server.
- c. Update on Scantron and NSPS preparing paper exam. Trish provided an update. Committee was formed. See Old Business Item f for details.
- d. Prometric Testing Option (DF) Don researched this and the board decided not to pursue.
- e. Study Guide for CST. Enough information is available on the website for someone to develop a study guide.
- f. Update in CST Apprenticeship status. Motion was made to have Trish to followup with the appropriate parties on how the DOL views our program and see what steps are needed to make it current. Motion by Norm and 2nd by Randy. Motion approved.
- g. Is CST capable of providing training, in person or online. It was decided to not pursue this.
- h. Discuss ways to promote CST and be innovative in testing and learning.
- i. Scratch paper updated to lined paper and not a blank sheet. It was decided to use graph paper as the scratch paper instead of blank paper.
- j. Compile list of schools offering surveying education, in person as well as online. NSPS has a list of school on the website. Art will draft a brief paragraph explaining the CST program and how it can be used as a national evaluation tool for accreditation.
- k. Marketing/Promotion.
- l. Proctor Interviews. We will still continue interviews with potential proctors and updated the interview script. We need to discuss qualifications further regarding potential proctors.
- m. CST meeting checklist update. Norm updated the checklist and emailed to Trish.
- n. Update on status of compiling test questions and answers at NSPS and at VU. This was covered under Old Business Item b.
- o. Level IV Question Revisions were completed.
- p. Update CST Coordinator list.
- q. Revise Reference Book List. Trish will update the website and program to reflect the recommended changes.
- r. Update and Review Level I questions at the summer meeting
- s. Completed Cycle 1 2021 challenges. It was learned the Level I online test was a totally random

exam and each online exam was different. We found a way to work around tracking down the exam questions. The challenge sheet format will be revised to assist with the reviewing the online challenge questions. NSPS will be providing score report and challenges at future meetings. Any need to review questions can be completed using the question spreadsheet.

t.

11. Quarter Grading After challenge review

Level I 67 passed, 29 failed 4 postponed
 Level II 7 passed, 8 failed 3 postponed
 Level III 3 passed, 10 failed 0 postponed
 Level IV 6 passed, 2 failed

12. TIME AND DATE OF NEXT MEETINGS:

Meeting	Date	Location
Spring 2021	April 29 – May 1, 2021	Orlando, FL
NSPS Spring 2021	April 23, 2021	Arlington, VA
Summer 2021	July 26 – 28, 2021	Vincennes, IN
NSPS Fall 2021	Sept. 22 – Sept. 25, 2021	Oak Brook, IL
Fall 2021	October, 2021	TBD

Adjourn

Fall 2021 MINUTES
NSPS Certified Survey Technician Board
October 21 - 23, 2021
San Antonio, Texas
Travel Dates: October 20 & October 23, 2021

1. **CALL TO ORDER:** Art Haase (AH), Randy Rambeau (RR), Ron Torrence (RT), Nick DiGruttolo (NG) and Norm Ellerbrock (NE)
2. **ROLL CALL AND DECLARATION OF QUORUM:** Quorum declared.
3. **ASSIGN RECORDING SECRETARY:** Norman Ellerbrock
4. **ASSIGN TASK RECORDER:** Ron Torrence
5. **ADOPTION OF ORDER OF BUSINESS:** Items h through q were added and agenda was approved.
6. **APPROVAL OF MINUTES:** Randy moved to approve and Nick seconded the motion. All approved.
7. **FINANCIAL REPORT –**
 - a. **Quarterly Report** – reviewed
 - b. **Annual Budget Update** – reviewed

1. **SPECIAL BUSINESS –**

No special business

1. **OLD BUSINESS**

- a. Report on action items/Task List from Summer Meeting 2021 (See Task list). Everyone went through their task list.
- b. Discussed needing to get a long term direction and where to go with the paper and online exams. Bob M. to call or zoom in.
 - i. Level I, II & III Exam produced by random selection.
 - ii. Status of cataloging the exam questions and answers for the exam.
 - iii. Ryan and Bob working on organizing the spreadsheet in a searchable format. Entire group to continue working on the review and organization.
 - iv. Update on Scantron.
 - v. CST Board members getting up to speed on question database at VU. More discussion regarding this following events since the summer meeting.

The Level III question pool organization is complete. Bob and Ryan are still working on Levels I and II. Bob feels it is possible to have all of the questions ready for NSPS to fully take over producing the exam for paper and online exams by the third quarter of 2022. At this point, the exam could be a true random exam for each individual test. Bob is experiencing difficulties with communicating with Curtis at VU. It appears the Curtis is swamped with other VU duties.

- a. Flip Chart update (NE). Norm provided an preliminary prototype. NE will provide final copy to NSPS for production. The flip chart is at the printer. The board will see a prototype soon for final approval.
- b. CST promotion awards for 2022. Glen Thurow and Allen Cheeves were nominated for the award for 2022. We will try to award Glen and Allen at our spring meeting.
- c. Level III Boundary Exam: new boundary related questions, updates & revisions. Bob, Glen and

Norm are working on this.

- d. Level III Boundary and Construction and Office: New Technology: Add Scanning/LiDAR, UAV, Mobile Mapping and BIM questions – Also add topics to Level III Work Element 2 in Program Book (All).
- e. CST Website: Status, Updates, Revisions, etc. (All). Nothing was noted on this topic.
- f. Status of Video.
- g. Update on CST Apprenticeship status. Norm forwarded questions to the USDOL representative working with us and is waiting for a response.
- h. Grade exams and id questions needing revisions from challenges. The results of the exams are listed below. A list of questions needing edits will be sent to Bob M. to be addressed in the database. The questions will need to be updated in the spreadsheet and at VU.
- i. Update on NV5 comments regarding Level I test and results. Norm provided an update. He had a good conversation with the NV5 individual.
- j.

1. NEW BUSINESS

- a. Marketing/Promotion/Swag. It was decided to see about adding the CST logo to the plastic scales and other items.
- b. Proctor Interviews Updates. It appears as the number of interviews has increased and no one expressed any concerns with the interviews.
- c. CST meeting checklist update. This looks good and will be used and updated as necessary.
- d. Review all Levels test questions. The board feels we need to review the questions to ensure they are still relevant and appropriate. Norm will ask Bob M. and Ryan S. to provide everyone with the spreadsheet with the questions or with only a list of questions, pdf, word or spreadsheet. The Level I questions will be reviewed by Art and Nick. Level II questions will be reviewed by Randy and Ron. Level III questions will be reviewed by Don and Norm. The goal is to eliminate outdated, not relevant, unclear, unsupported and common sense questions. Bob and Norm will make sure everyone has what they need to work on this. The goal is to complete this task by the spring meeting so the group can review the questions and update the question pool as necessary.
- e. NSPS fall meeting update. Norm gave an update on the NSPS fall meeting. The group agrees it is best to have two people attend the NSPS meetings as much as possible. Randy will attend the NSPS Spring meeting and Don if he is available. If Don is not available, Norm will attend. Norm will attend the fall NSPS meeting in Tulsa. Ron is interested in attending if the board does not have a meeting at the same time of the NSPS meeting.
- f. Trig Star working on online exam and consulting with NCEES.
- g. CST Task Sub-committee Groups. This will be worked on to be implemented more as tasks are assigned.
- h. LearnCST Report. Glen provided a written report. LearnCST will provide the CST board with a report evaluating the exams. We will invite Jerry to participate in a zoom meeting to discuss his findings at the spring meeting.
- i. Randy's Calls
 - a. Charles Whittenburg Tennessee Surveyor with apprenticeship program. Norm is going to contact Charles and request a copy of his apprenticeship paper work to see how it would aid the CST apprenticeship paperwork.
 - b. Gary Minton – AECOM – developed hardware lock on flash drive for possible use for exam security. Randy will contact Gary and get clarification about the flash drive just being able to lock down a computer.
 - a. Trisha Lund – Texas CST Coordinator – Norm forwarded her bio to the group. Art will call her and invite her to the spring meeting.
 - b. Can PLS Take Only Level IV. This was researched and the answer is yes.
 - c. Call Christina @ NSPS. Art had a question about details of the expense report and got clarification from Christina.

- d. Strategic Planning – Where should the CST program be in 2 years, 5 years, etc.
- e. Promote Associate memberships for CST's. We will have to work with NSPS on how to best promote this.
- f. CST Exam Fees – add \$5 to fee and provide rebate to state associations. The board is unclear as to how best this would be implemented. This will need further discussion.
- g. Call Allen Cheeves. We were able to review the CST video. All agreed the video looks good.
- h. CST Share File Organization – Norm and Randy will work together to determine the appropriate format and file naming convention. All documents to be submitted for inclusion on the Share File site will be submitted to Randy and Norm for approval. They are responsible for placing the document on the drive.

11. Quarter Grading After challenge review

Level I 51 passed, 40 failed 13 postponed
 Level II 14 passed, 15 failed 2 postponed
 Level III 8 passed, 5 failed 1 postponed
 Level IV passed, failed

12. TIME AND DATE OF NEXT MEETINGS:

Meeting	Date	Location
Fall 2021	Oct. 21 – 23, 2021	San Antonio, Tx
NSPS Spring Meeting	March 29 – April 2, 2021	Arlington, VA
Spring 2022	April 21 – April 23, 2022	Corolla, NC
NSPS Spring 2022	March 29 – April 2, 2022	Arlington, VA
CST Summer	TBD	Vincennes, IN.
NSPS Fall 2022	October 12 – 15, 2022	Tulsa, OK
CST Fall	TBD	TBD