**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** –
	1. **Quarterly Report** – reviewed
	2. **Annual Budget Update** – reviewed
8. **SPECIAL BUSINESS –**

No special business

1. **OLD BUSINESS**
	1. Report on action items/Task List from Summer Meeting 2021 (See Task list). Everyone went through their task list.
	2. 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.
		1. Level I, II & III Exam produced by random selection.
		2. Status of cataloging the exam questions and answers for the exam.
		3. Ryan and Bob working on organizing the spreadsheet in a searchable format. Entire group to continue working on the review and organization.
		4. Update on Scantron.
		5. 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.

* 1. 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.
	2. CST promotion awards for 2022. Glen Thurow and Allen Cheeves were nominted for the award for 2022. We will try to award Glen and Allen at our spring meeting.
	3. Level III Boundary Exam: new boundary related questions, updates & revisions. Bob, Glen and Norm are working on this.
	4. 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).
	5. CST Website: Status, Updates, Revisions, etc. (All). Nothing was noted on this topic.
	6. Status of Video.
	7. Update on CST Apprenticeship status. Norm forwarded questions to the USDOL representative working with us and is waiting for a response.
	8. 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.
	9. Update on NV5 comments regarding Level I test and results. Norm provided an update. He had a good conversation with the NV5 individual.
1. **NEW BUSINESS**
	1. Marketing/Promotion/Swag. It was decided to see about adding the CST logo to the plastic scales and other items.
	2. Proctor Interviews Updates. It appears as the number of interviews has increased and no one expressed any concerns with the interviews.
	3. CST meeting checklist update. This looks good and will be used and updated as necessary.
	4. 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 and review the questions and update the question pool as necessary.
	5. 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.
	6. Trig Star working on online exam and consulting with NCEES.
	7. CST Task Sub-committee Groups. This will be worked on to be implemented more as tasks are assigned.
	8. 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.
	9. Randy’s Calls
2. 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.
3. 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.
	1. Trisha Lund – Texas CST Coordinator – Norm forwarded her bio to the group. Art will call her and invite her to the spring meeting.
	2. Can PLS Take Only Level IV. This was researched and the answer is yes.
	3. Call Christina @ NSPS. Art had a question about details of the expense report and got clarification from Christina.
	4. Strategic Planning – Where should the CST program be in 2 years, 5 years, etc.
	5. Promote Associate memberships for CST’s. We will have to work with NSPS on how to best promote this.
	6. 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.
	7. Call Allen Cheeves. We were able to review the CST video. All agreed the video looks good.
	8. 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:**

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| **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 |