

SPRING 2023 MINUTES FINAL

April 12 & 14, 2023

Frederick, Maryland

Travel Dates: April 11 & April 15, 2022

- 1. CALL TO ORDER: 8:00**
- 2. ROLL CALL AND DECLARATION OF QUORUM: yes**
- 3. ASSIGN RECORDING SECRETARY: Trisha Lund**
- 4. ASSIGN TASK RECORDER:**
- 5. ADOPTION OF ORDER OF BUSINESS: Ryan moved to approve: 2nd by Randy All approved**
- 6. APPROVAL OF MINUTES: Motion to approve Randy, 2nd Nick All in favor**
- 7. FINANCIAL REPORTS Motion to approve: Trisha 2nd Don All in favor**
 - a. Quarterly Report**
 - b. Annual Budget Update**

Old Business

- a. Update from Trish & Sara regarding implementation of Scantron and of any issues that were encountered. Able to offer online exam anytime.

Sara says everything has gone quickly and smooth. Takes a few hours to create exam. Bob asked about ease. Don questioned how we update the database. Sara says you randomly select per work element. She runs 6 test per quarter. She is sending to Norm & Bob to review to make sure that there is no issue from the database which there has been some. Don questioned how we update the scantron database. Sara said that it is fairly easy to go in and edit the database. So the question was asked if the online the exam does allow you to enter "multiple" answers because of the way Scantron considers the definition of "multiple choice" we need to change to a "single choice". We took a sample test and it does not allow to select multiple answers.

- b. Grade exams and review challenges
 - i. Revise Questions from challenges
 - Level I-Don & Ron - 118 passed 46 fail
 - Level II Field-Randy-Nick - 27 passed 12 failed
 - Level II Office-Trisha & Norm - 9 passed & 9 failed.
 - Level II Totals – 36 passed 21 failed
 - Level III - Ryan & Bob 3 Passed - 25 failed
 - Level IV - 1 passed 0 failed

ii. Review Scantron Statistical Measures

Bob prepared some Statistical Measures for us to look at and understand how we should evaluate a question. Trish is getting w/ Scantron to get the headers for the excel export report. Bob says that the difficulty sweet spot is 30-80.

c. NSPS Officer Liaison Status (TB)
Davey Edwards (TX)

d.. NSPS Sharefile update (NE)

Discussion centered around what type of system is the best....blackboard, Sharefile, google, Trello, Smartsheet, Dropbox?

What do we want out of the system? Communication? Storage space?

Scheduling? Revision control?

Norm will setup Sharefile and it will be used until such time as a suitable replacement is found

e. CST report to NSPS Board of Directors (NE)

Everything went well at the Spring meeting. Issued challenge to Directors as to largest increase in CST's.

f. DOL Apprenticeship update (NE)

Nothing at this time.

g. Department of Defense certification update (NE)

We do not currently have approval (COOL) as we don't have CEU's or formal appeal process. Norm will continue to investigate.

h. Continuing education (NE) – See g. above.

Norm & Ron think we should investigate more on what options are available add task list

i. CST-Spatial Media Termination Letter (NE)

Letter has been sent by Norm. Our agreement officially terminates at the end of the contract period. (October) Norm shared the email response from Allen Cheves which states he would not address as if a default and acknowledges that we are terminating contract.

j. LearnCST name

Discussion about the licensing agreement and the discussion of what it means.

Ron suggested that we send him a letter stating that he change the name.

Trisha suggested that we put on our website that "We do not endorse and are not affiliated in anyway with LearnCST" Norm indicated that after October...we will

remove all links to LearnCST and make sure that he removes all claims to be the endorsed approved sole provider of NSPS CST Program.
Bob is questioning whether or not they can utilize the work elements.

MOTION-Don-Remove any links and pages on the CST or NSPS website referencing LearnCST effective today. 2nd Ron - Discussion: Ryan says that the response letter from Allen was worded correctly in that we are still in effect until October. Norm presented the contract and we are not able to do so until the termination of the agreement. All opposed. Motion failed

- k. 2024 CST Recognition Award –
Decision to be made at Fall Meeting (Individual and/or Firm)
Norm will work on who should be recognized this year.
- l. CST type program in other countries?
Norm and Don will investigate at FIG
- m. Feedback from others (DF & NE)
Norm met with woman from AZ that utilizes the program and had 12 take and 12 pass. She does not like LearnCST and won't use it.
- n. FIG 2023 Orlando, FL meeting. May 28 to June 1. (DF&NE)
Norm & Don will be at the meeting`
- o. Strategic Planning – Where should the CST program be in 2 years, 5 years, etc.
(NE-TL)
- p. Flip Chart Discussion
Examinees receive a hard copy at exam, they get a pdf when paid for exam.
Don asked if we can we publish. Tim's answer is no because we are selling.
Norm, some items have been added to it and corrections made.

New Business

- a. Membership Opportunities for CST's and Survey Techs (NE)
NSPS membership committee made a motion to setup a new category of membership. Once they renew their CST dues they will automatically become an NSPS member at no additional fee. MOTION: Trisha makes a motion to approve the membership committee motion. 2nd by Nick. All in favor yes.
Motion passed
- b. CST renewal fees
Norm asked if we should increase the fee? The discussion was we should table until next year when we can show more of our advocacy and benefits. Motion: Trisha table discussion until 2 Quarter 2024. 2nd Nick All in favor yes. Motion

passed.

- c. Website Updates (RM&ND)
Trisha presented the new PowerPoint. Approved the 1st one and submitted to Trish to be updated.
Trisha will work on the other PowerPoint PP and after Randy approves it will be sent directly to Trish to plug & replace. The CST overview is in 2 places. That is the next one is to be done. Bob will send Trisha the “Setting Up a CST Training Program” (do last) Trisha to “create” a CST “Presentation” as well.
Randy noted that when you click on States Coordinator’s it gets stuck and does not change.
- d. Exam Question Weights (RM)
It was decided to wait until more data and statistics are available. We will experiment with the statistic reports.
- e. New Question Ideas using NCEES exam specs (RM)
Bob to send out the 2014 & 2020 NCEES overview to get test question ideas.
- f. Question Statistics
Bob will work w/ Trish & Sara to continue to look at how they are forming the exam.
- g. Level 4 Questions – Updates & New Questions
Norm recommended we add a section to Level 4 w/ actual survey problem such as a traverse program. All agreed.
Norm recommended we create or find a former Level 4 person to utilize as a “sample” or “go by” for potential applicants. All agreed.
- h. Texas High School Training Program (TL)
Trisha gave history of what is going on in the 5 schools. Tim asked if it was the National Commission for Certifying Agencies
- i. NSPS Spring Meeting Report (NE)
Met w/ CORS of Engineers to use to train employees. Vanessa Bateman, Mack McCarty & Jacob Watts. Tim background was that CORPS approached because work is being done where work is being done without the oversight of Licensed Surveyors. Last time manual was updated was 15 years ago. They want us to be able to assist with that. Would like us to develop a training program they can utilize.
Tim reiterated that it is not us creating the actual training but to actually help go through their program manual and overlay it with CST program and see if it is. Tim & Norm also met w/ CALTrans and they want to utilize a training program. Tim other goals of NSPS—revamping the Education Committee. Moving student competition to their own committee.
Large companies and groups are asking for a stamp of approval group w/in

NSPS to “certify” these training programs.

Norm is on the Work Force Development Committee with the Illinois Professional Land Surveyors Association. The apprenticeship program failed, now starting a training program with an RFQ went out. They want to know if CST wants to be a part of it. Talks will continue with IPLSA.

- j. Training manual/workbook and resource materials (RM&NE)
Trisha-Who is the target audience?
Ryan-use existing stuff and only start on trouble spots.
Bob-reach out to schools and use one of their online courses.
Tim says he will work w/ YSN between now and Summer mtg to have “Week 1” presentation.
 - i. Training Workbook/Manual Ideas/Resource materials
 - ii. Training Program – setup new, work with existing program(s), Acquisition
 - iii. Continuing education
 - iv. Boundary focused CST training
Norm said NSPS President Bob Akins approached him w/ wanting more of a boundary focused certification.
Tim said that Bob Akins “believes” that the CST test is all construction.
Don suggested that we offer him the Level III Boundary and get his feedback.
 - v. Canvas
- k. Letter to DOT’s
Bob to send Norm the Letter that was previously sent out to all DOT’s asking for use in contracts and in-house weighing for project awards.
- l. Review & Update Task List
Don, Ryan, Norm to work on quarterly board financial reports work w/ Trish
Norm: someone needs to champion-online proctoring sites, who can/can’t proctor, computer lockout sites, individuals providing their own computers-Trisha & Don, Norm
Norm to order new name badges for Ryan, Trisha, Don & Nick-done at meeting
Created and worked on SWOT Analysis and Trisha has file in Smartsheet. Done at meeting
- m. Discussion of board makeup
Trisha got list of all Level IV CST members from Trish.
We need a replacement for Randy
Trisha to contact CO society about Summer Mtg
Norm, Trisha and Nick to attend the NSPS Fall Mtg in Cleveland, OH
- n. GOALS
 - 1. Training Program-Trisha-Ryan & Bob, Randy, Nick, Ron

- a. Secure funding
 - b. Develop content.
 - c. YSN / CST involvement
 - d. Delivery Method
 - e. Development of CEU's
 - f. Development of CST Conference
2. Marketing Strategy-Ryan & Don, Randy, Trisha
 - a. Promote training program.
 - b. Market to Colleges/HS to use Level I & Level II as Assessment tool
 - c. Market to DOT/Government Entity/Business Owners
 - d. Market to employees/technicians
 3. Membership Engagement-Ryan, Norm, Don
 - a. Podcast
 - b. Online newsletter/social media
 - c. CST Board Member-non registered
 4. Exams Database- Nick-Ron & Bob
 5. Administrative-Norm, Don, Trish, Sara

TIME AND DATE OF NEXT MEETINGS:

Meeting	Date	Location
CST Summer 2023	Aug 2-5,	Denver, CO
FIG	May 28 – June 1, 2023	Orlando, FL
NSPS Fall 2023	Sept 20-22, 2023	Cleveland, OH
CST Fall 2023	Nov 1-4, 2023	Frederick, MD
NSPS Spring 2024	April 23-27, 2024	Arlington, VA
CST Spring 2024	TBD	Frederick, MD