

**Quality Control (QC) Manager TRT Meeting Minutes
June 15, 2005 at the State Materials Office
Gainesville, Florida**

Attendees: Richard Massey (TRT Chair C.O.), Ken Morgan (Tpk), Mayur Patel (S.M.O.), Steve Plotkin (C.O.), Michael Ruland (Dist. 5)

Guest Attendees: Sandy Greenwood, Sarah LaRoche (University of Florida)

The meeting started at 10:00 AM with discussion of topics from the Agenda:

1. Discussion of recommendations for pending requests for approval as CTQP Quality Control Manager Training Instructors and Providers.
2. Discussion of the status of the existing course regarding maintenance and any further development.
3. Selection of Date, Time, and Location of next QC Manager TRT meeting.

Before the review and discussion of making recommendations to approve or disapprove Providers and Instructors, the topic of e-mail dated 6/9/2005 referencing the question of teaching CTQP courses and participating on same course Technical Review Team (herein after called "team") ie; being an Instructor for QC Manager course and serving on the QC Manager TRT. It was determined that Mayur Patel is being reviewed to be an Instructor for the University of Florida (UF). Based on the e-mail he can not be an Instructor and serve as a TRT member at the same time. So, it was determined that at this meeting Mayur could participate but could not cast his vote on any issues that were brought for voting.

1. First on the Agenda, "Discussion of recommendations for pending requests approval as CTQP QC Manager Training Providers and Instructors".

Provider Proposal # 1

Florida International University (FIU) request to be a Provider for the QC Manager course. The team reviewed the application submitted and determined that the proposal met the requirements outlined in Chapter 10 of the CTQP Manual. The team unanimously voted to recommend FIU as a Provider for the QC Manager course. (4 of 5 voted). The South Campus facility has chairs, tables and projector that belong to the University of Florida and will be removed. FIU will replace these items.

List of Proposed Instructors for FIU are as follows:

Dr. Hesham Ali – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual.

The team unanimously voted to recommend Dr. Ali as an Instructor for the QC Manager course. (4 of 5 voted).

Scott Cushing – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. The team unanimously voted to recommend Mr. Cushing as an Instructor the QC Manager course. (4 of 5 voted).

Marc Silva – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. However, the team unanimously voted to recommend that Mr. Silva provide more documentation of teaching experience. Therefore the team is recommending a Conditional Acceptance meaning that this applicant should be asked to submit the following to substantiate his teaching experience:

- Name of course(s) and location of classroom
- Subject matter
- Number of students in attendance
- Name and phone number of course Provider

Once these additional documents have been included in his résumé, the team unanimously recommends Mr. Silva as an Instructor the QC Manager course. (4 of 5 voted). If Mr. Silva doesn't provide sufficient information of his teaching experience then the team recommends that Mr. Silva perform for one of the team members to observe his skills.

Luis Prieto-Porta – This applicant had his request and résumé submitted but did not request to be Instructor for QC Manager. Therefore, the team did not consider him as an Instructor.

Todd Trueblood – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. The team unanimously voted to recommend Mr. Trueblood as an Instructor for the QC Manager course. (4 of 5 voted).

Donald Vanwhervin – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. However, the team unanimously voted to recommend that Mr. Vanwhervin provide more documentation of teaching experience. Therefore the team is recommending a Conditional Acceptance, meaning that this applicant should be asked to submit the following to substantiate his teaching experience:

- Name of course(s) and location of classroom
- Subject matter
- Number of students in attendance
- Name and phone number of course Provider

Once these additional documents have been included in his résumé, the team unanimously recommends Mr. Vanwhervin as an Instructor the QC Manager course. (4 of 5 voted). If Mr. Vanwhervin doesn't provide sufficient information of his teaching experience then the team recommends that Mr. Vanwhervin perform for one of the team members to observe his skills.

Provider Proposal # 2

Williams Earth Sciences request to be a Provider for the QC Manager course. The team reviewed the application submitted and determined that the proposal met the requirements outlined in Chapter 10 of the CTQP Manual. Before this team recommends Williams Earth Sciences as a proposed Provider, we request that pictures of their In-house facilities be sent to the SCTA. The team unanimously voted to include Williams Earth Sciences as a Provider for the QC Manager course only after the above documents are received. (4 of 5 voted).

List of Proposed Instructors for Williams Earth Sciences are as follows:

Danny Bush – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. The team unanimously voted to recommend Mr. Bush as an Instructor for the QC Manager course. (4 of 5 voted).

Provider Proposal # 3

The University of Florida request to be a Provider for the QC Manager course. The team reviewed the application submitted and determined that the proposal met the requirements outlined in Chapter 10 of the CTQP Manual. The team unanimously voted to include the University of Florida as a Provider for the QC Manager course (4 of 5 voted).

List of Proposed Instructors for the University of Florida are as follows:

Pirooz Borojerdi – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. However, the team unanimously voted to recommend that Mr. Borojerdi provide more documentation of teaching experience. Therefore the team is recommending a Conditional Acceptance, meaning that this applicant should be asked to submit the following to substantiate his teaching experience:

- Name of course(s) and location of classroom
- Subject matter
- Number of students in attendance
- Name and phone number of course Provider

Once these additional documents have been included in his résumé, the team unanimously recommends Mr. Borojerdi as an Instructor the QC Manager course. (4 of 5 voted). If Mr. Borojerdi doesn't provide sufficient information of his teaching experience then the team recommends that Mr. Borojerdi perform for one of the team members to observe his skills.

G. Rob Elliott, P.E. – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. The team unanimously voted to recommend Mr. Elliott as an Instructor for the QC Manager course. (4 of 5 voted).

Alaa El Halwagy – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. The team unanimously voted to recommend Mr. El Halwagy as an Instructor for the QC Manager course. (4 of 5 voted).

Aubrey Graves – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. The team unanimously voted to recommend Mr. Graves as an Instructor for the QC Manager course. (4 of 5 voted).

Allen Hughes – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. However, the team unanimously voted to recommend that Mr. Hughes provide more documentation of teaching experience. Therefore the team is recommending a Conditional Acceptance, meaning that this applicant should be asked to submit the following to substantiate his teaching experience:

- Name of course(s) and location of classroom
- Subject matter
- Number of students in attendance
- Name and phone number of course Provider

Once these additional documents have been included in his résumé, the team unanimously recommends Mr. Hughes as an Instructor the QC Manager course. (4 of 5 voted). If Mr. Hughes doesn't provide sufficient information of his teaching experience then the team recommends that Mr. Hughes perform for one of the team members to observe his skills.

Marc Knapp – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. The team unanimously voted to recommend Mr. Knapp as an Instructor for the QC Manager course. (4 of 5 voted).

Mayur Patel – The team reviewed this applicants request and résumé and found it to be in compliance with the requirements outlined in Chapter 10 of the CTQP Manual. The

team unanimously voted to recommend Mr. Patel as an Instructor for the QC Manager course. (4 of 5 voted).

2. Second on the Agenda, “Discussion of the status of the existing course regarding maintenance and any further development”.

The team discussed several recommendations to improve the training of the QC Manager course and provide a better understanding of the role and responsibilities.

- Develop a standard in the Industry for the work load of the QC Manager, a lot of QC Managers don't really have an understanding of what their actual role is.
- Get input from the Industry on Quality Management
- Identify along with Contractor's "best practices".
- One good source would be at the Contractor's Quarterly meetings.
- Possibly look at Quality Management courses that would enhance the QC Managers responsibilities.

3. Third on the Agenda, “Selection of Date, Time, and Location of next QC Manager TRT meeting”.

Date: October 5, 2005 from 10:00 AM till 4:00 PM at the State Materials Office, with physical location to be announced when meeting agenda is published at a later date.

ACTION ITEMS:

- Meet with Ananth Prasad and Dave Sadler to discuss a list of potential Industry representatives that would be beneficial for support of the QC Manager course and "best practices". (Steve)
- Set up Lotus Notes TRT group address. (Richard)
- Confirm if we need to reconvene to review conditional approval for Instructor (Richard)
- Check with Yvonne - Should we limit the Providers to facilities in the application? No for instructions only classes. Verify and add if necessary in the manual for minimum requirements. (Richard)

CONTACT INFORMATION

PROVIDERS:

NAME	CONTACT	PHONE	E-mail Address / Website
Florida International University	Ms. Tola Olurinde	305-348-6875	ctqp@fiu.edu http://eng.fiu.edu/cee/~FIU_CTQP
University of Florida	Sandy Greenwood	352-846-3593	http://ctt.ce.ufl.edu/
Williams Earth Sciences, Inc	Jim Savidge or Lynn Foss	727-541-3444	jsavidge@williamsearthsciences.com

INSTRUCTORS:

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Danny Bush	(863)853-8955	bnbfree@QuixNet.net
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Todd Trueblood	(305) 829-1820 ext 201	ttrueblood@ctilabs.net
Dan Bush	727-541-3444	dbush@williamsearthsciences.com
Dr. Hesham Ali, P.E.	954-577-4110	Hesham.ali@dot.state.fl.us
Dr. Luis Prieto-Portar, P.E.	305-348-2825	prietol@fiu.edu
Mr. Marc Silva, P.E.	305-829-1820 Ex207	msilver@ctilabs.net
Mr. Donald VanWhervin, P.E.	(954) 475-4117	donald.vanwhervin@dot.state.fl.us

ATTENTION:

Those Instructors listed above whose names are highlighted in red are on Conditional Approval. See minutes above with requested additional information before these can be approved as instructors.