

District Construction Training Administrator Teleconference Meeting Minutes

September 23, 2004

Roll Call

Yvonne Collins opened the meeting at 9:00 with roll call. The following individuals were participants in the teleconference:

Attendees:

Yvonne Collins, FDOT SCO
Randy Borgerson, FDOT SCO
Lori Spruce, FDOT D1
Brenda Haygood, FDOT D2
Eddie Wilson, FDOT D3
Henry Pico, FDOT D4
Sybil Jordan, FDOT D5
Max Pearlstein, FDOT D6
Daphne Mahagan, FDOT D7
Ken Cox, FDOT SMO
Debbie Glatz, TP
Sandy Greenwood, CTQP

- This is Yvonne Collins first official DCTA meeting/teleconference since her promotion.

Old Business:

Construction Academy Comments:

Eddie Wilson stated that he had received a few positive comments. It appears that people enjoyed the Academy. Yvonne said that she has received a few comments regarding the food and hotel arrangements.

Transfer of ½ of the CTQP Budget Allocations:

The SCO anticipates the first ½ of District budget allocations to be transferred to the Districts by the end of next week with the only exception being the Turnpike. The Turnpike will continue to send their expenditure through Yvonne Collins. DCTA should check their budgets to ensure that the transfer went smoothly.

The remaining ½, (minus those charges made for July 1, 2004 until District p-cards were used) will be made sometime in January 2005.

Douglas Townes Update:

Douglas is doing well in Atlanta. Everyone is encouraged to drop him a line. He is still an available resource. SCO will provide his email address soon.
Douglas.Townes@fhwa.dot.gov

FDOT CTQP Application Update:

The new FDOT application will be sent out next week for review. Please review the application and submit all comments using the on-line comment process.

Combining Concrete Field and Concrete Lab Update:

Max Pearlstein made the comment that these two courses need to remain separate. To combine them would be taking a step backwards. Lori Spruce agreed. Sandy Greenwood said that they could combine the courses or leave them separate. She said that if they combined the courses that it could be done in such a way that the lab portion of the course could easily be extracted from the combined course for those individuals who only want the Field Lab course.

Yvonne Collins said that the possible combining of the Level I and II concrete spec. course is an agenda item at the next DCE meeting.

Ken Cox agreed to gather all of the DCTA's comments regarding this issue and to act as the DCTA's spokesperson with the Concrete TRT. All comments are due to Ken by 10/01/04.

New Business:

CTQP Issues:

Contract Update:

Randy Borgerson explained that instead of entering into a new contract with the UF we will have an "Inter-Agency Agreement" with them. The UF-CTQP will remain responsible for the maintenance CTQP qualification database for fee yet to be determined. We still plan to increase the number of course providers. This agreement will be provide to UF on October 1, 2004 for their review.

Director's Position Update

The appointment of the new CTQP director will be covered under the current contract agreement.

Paying for CTQP Classes

We will no longer be given a billing statement from the CTQP office. All records will be generated by the purchasing card charges and receipts. DCTA will need to maintain their individual tracking systems to ensure that all charges are correct.

We now have a pay as you go system and not a pay ahead system in place. DCTA will continue to process CTQP applications on-line and arrange payment between the FDOT purchasing card holders and UF-CTQP. Once CTQP receives authorization to charge the tuition to p-card holders card, the trainee's name will

appear on the official roster. The actual charges will not be processed until the trainee physically attends the course.

DCTA may continue to register trainees for the course and qualification at one time or they may wish to submit one application for course and a separate one for the qualification. Either way the DCTA's must double check that they are not accidentally charged for qualification fee for a trainee who failed a course. Randy Borgerson explained that this is why it is important to have a separate line entry to track qualification fees on the DCTA's tracking spreadsheet.

Sandy Greenwood stated that once the CTQP office receives the authorization of payment the application process will be completed in a timely manner-a few days.

Hurricane(s):

Sandy Greenwood said that no one who was adversely affected by any or all of the hurricanes will be charged a "no show" fee for failing to attend a course.

Database Update:

Daphne Mahagan said that the CTQP office has worked well to correct any inconsistencies that were found concerning District 7 personnel.

Exams Only Rosters:

The CTQP database is unable to show when an individual has signed up for a challenge or exam only session. The date and location information serve only as a place marker and not actually a class that can show course enrollments. The system may be able to be modified as soon as January.

Prometric:

Two CTQP employees have successfully piloted the Prometric exam only service. CTQP is hoping to have a couple of individuals of the private sector take an exam utilizing Prometric in the near future. Prometric has 12 locations around Florida that can be used by FDOT and industry personnel who wish to take a written qualification exam. Sandy Greenwood will re-send out the 12 locations to the DCTA. Full implementation of the testing facility is expected within the month.

All Prometric exams must be scheduled through the CTQP office. An authorization card will be sent to the trainee providing specific instructions as to the time and date that is available to them to take the exam.. One very big advantage to using Prometric is that they have the ability to tell the trainee right then and there if they passed or failed the exam.

CTQP and TRESS:

While the CTQP system downloads information into TRESS nightly, the information is still only appearing in the two-year history for the employee and

not in the life history. Yvonne Collins will meet with Bill Bryant, FDOT, to discuss this issue.

CTQP Website (full calendar with hot links/website links)

and

Schedule of courses with providers listed.

The quick discussion of what people would like to see on the CTQP web page took place. Some people wanted to have all future course providers actual schedule listed on the web while some people said that they would be happy just to have a hot link listed on the CTQP web page.

This issue was tabled until later.

Paving I On-Line Application Process:

Max Pearlstein's main question for this topic was "Why isn't there more of a cost saving for those individual's who are requalifying in Asphalt Paving Level 1 who are not taking the proficiency exams?" Sandy Greenwood said she will look into this issue but that she can't imagine that any cost savings would be significant. The course is a one day course.

FDOT Training Courses:

MSE Wall Training Course:

The pilot for this course is anticipated to be held in October. There will be a comment/ review period/course modification period of approximately 8 weeks. Actual courses may be offered as soon as January 2005.

The SCO will be sponsoring 3 sessions of this training. Each session will have 20 FDOT seats and 20 industry seats. The 20 FDOT seats will be divided up among the Districts. The State Construction Office will be paying for the FDOT seats. The cost to industry is still unknown.

Pile Driving Course Update:

No update at this time.

Safety Training:

Ed Rice, Ananth Prasad, and Ken Cox have a teleconference scheduled for October 19, 2004. An update will be provided after that date.

Ken Cox did state that one of the big issues concerning this training is whether our personnel will need an actual OSHA Card of Completion or if the TRESS report will suffice as documentation this particular training requirement.

Engineering Technician Task Team Update:

The revamping of the old Engineering Technician School is underway and going well. While many comments were made about keeping this course down to 2 weeks, Yvonne Collins said that she feels that 3 weeks are needed for the attendees to adequately cover all of the material. One major segment of this school/course/workshop will be in *surveying*.

The Construction Management Course:

Most people involved with the review of this course feel that this course should be eliminated. Yvonne Collins will discuss this with management.

Budget:

No new monies are available. District allocations will remain the same as reported earlier in the year.

CTQP Advisory Committee Meeting:

An Advisory Committee meeting has been scheduled for October 18, 2004. The committee is comprised of individuals from the industry and FDOT.

The Construction Training Guide:

Yvonne Collins commended Lori Spruce on the creation of a training guide that she will be using in District One. Yvonne said that while it was created for D1 that it contains a lot of information that may be considered useful for other Districts. Henry Pico asked that a copy of the guide be sent out to him. Lori Spruce agreed to send out the guide to all DCTA's after her meeting.

The next meeting:

The DCTA meeting is planned for
start: Tuesday, December 7, 2004m 1:00 p.m. – 5:00 p.m. and continuing
Wednesday, December 8, 2004 from 8:00 a.m.- 12:00 p.m.
Casa Monica Hotel, St. Augustine

The meeting was adjourned at 11:00