

Planning Steering Committee (Includes Curriculum Subcommittee)



Southern California
Regional Transit Training
Consortium
www.scrttc.com

MEETING MINUTES #2005-12-19 OF THE SCRTTC – Planning Committee

DATE: **December 19, 2005** (Monday)
TIME: **10:00am – 12:00 noon Pacific time**
PLACE: **Cypress College – Technical Ed. Bldg – Valley View**

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Attendees: David M. Stumpo, Co-Chair
Zhen Zi Fang, APTREX
Steve Mullaly, LA MTA and Co-Chair
Kevin Anderson, SB Valley College
John Frala, Rio Hondo College
Mike Slavich, Rio Hondo College
Stephanie Negriff, SMBBB
Ralph Merced, SMBBB
Frank Scholl, OCTA
Jim Ditch, LBTS
Dana Lee, LBTS
Frank Spalding, LBTS
Tony Salazar, LBTS
Marty Orozco, Cypress College
Steve Donley, Cypress College
Cal Macy, LBCC

The SCRTTC ("Southern California Regional Transit Training Consortium") planning and curriculum committees met onsite at the Technical Center of Cypress College Valley View Campus.

- I. **INTRODUCTIONS:** The meeting was hosted by Cypress College and facilitated by David Stumpo of the APTREX Institute. Introductions commenced at approximately 10:10 a.m., with an open discussion about the agenda and the goal of the meeting. Apologies were made regarding problems associated with no telephone service in the meeting room which resulted in no conference call capability. Attempts were made to use a speaker cell phone – but weak signal didn't allow for it.
- II. **Meeting Highlights:** Dave Stumpo gave a briefing to the group on activities to date and discussed the committee action item status. Dave further highlighted the objectives of our meeting regarding the recent course delivery.
- III. **DVOM COURSE DELIVERY:** The group discussed the (4) pilot courses delivered in December. Approximately 50 technicians were trained as part of this pilot. Many

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positive comments and suggestions were made including the delivery of the DVOM course again. Overall the evaluations presented by the students indicated a successful course delivery. Student evaluations averaged 3.8 on a 4-point scale. The committee will review a continuance of this DVOM course in the early part of 2006.

- IV. DVOM Class attendees will receive a SCR TTC Certificate signed by the Chair. The certificate is in final design by APTREX.
- V. **ITSA PROJECT STATUS:** With the completion of the pilot course, a final report with evaluations and course outline will be submitted to ITSa to meet the project deliverables. Project is under budget and on time.
- VI. **PLANNING COMMITTEE WORKPLAN:** The group reviewed and discussed the work plan presented to the committee by the SCR TTC chair. The plan was adopted by the group.
- VII. **LEGISLATIVE UPDATES:** Stephanie Negriff and Dana Lee updated the group on legislative matters and discussions included the capture of resources spent on the pilot program, and begin the creation of an information sheet for upcoming legislative meetings. SMBBB recently hired a new person for Governmental Affairs – Marci Mallistor. She will also take over for Stephanie at the SCR TTC.
- VIII. **BUDGET PREPARATION FOR THE EARMARK:** A draft budget was presented by Dave Stumpo for the upcoming release of funds to the Consortium under the Earmark received. The first year funding is expected to be \$270,000. It is presently unknown if further Federal review will reduce this number however it is expected that no more than 1%-2% reduction would occur.
 - A. Discussions and updates included in the budget were increase Instructional delivery, Curriculum development, and add marketing/communication. Reduce website development and update administrative fee accordingly. A final budget will be submitted to the finance and legislative committees.
- IX. **ASE CERTIFICATION:** Discussions and suggestions were made regarding the SCR TTC involvement in the ASE Certification pilot. ASE Heavy Duty standards are

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currently working to introduce the certification to transit. Brakes and Electrical are presently offered. March 9th and 10th is the next test dates. Long Beach Transit volunteered to be part of the pilot if needed. The Planning Committee adopted the idea of certification which will require a close working relationship with the subcommittee of APTA working on the ASE Certification program. John Frala of Rio Honda is part of the working group.

- X. **Action Item Status (Old and New):**
- i. **ACTION ITEM – Old #2-1020:** Once the update matrix is received – Dave S. / Cal Macy will submit the matrix to all Consortium colleges to get an up to date inventory of courses that would meet the hands-on instruction element of the matrix. 12/19/05 Cal presented a spreadsheet of information collected to date. Matrix will be emailed to all committee members by Dave Stumpo.
 - ii. **ACTION ITEM New - #1-1219:** Develop DVOM Class further to include subparts on Electrical, Schematic Reading. (Colleges)
 - iii. **ACTION ITEM New - #2-1219:** Deliver the DVOM course in the first quarter of 2006. (Planning Committee – Co-Chairs)
 - iv. **ACTION ITEM New - #3-1219:** Review of manufacturer training and coordinate with colleges and SCRTTC. (John Frala, Frank Spalding, Frank Scholl)
 - v. **ACTION ITEM New - #4-1219:** Write draft procedures on course delivery. (To be assigned)
 - vi. **ACTION ITEM New - #5-1219:** Provide student evaluations to Dave Stumpo by Friday, December 23rd. (Dan Encinas, Kevin Anderson)
 - vii. **ACTION ITEM New - #6-1219:** Provide DVOM class attendees with correct spelling of names for Certificate presentation. (DVOM Class delivery groups. Rec'd MTA, and LBCC at the meeting.)

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viii. **ACTION ITEM New - #7-1219:** Provide Instructor and Student DVOM course description and instructional delivery package to Dave Stumpo. (John Frala, Rio Hondo)

ix. **ACTION ITEM New - #8-1219:** Update budget and submit to Dana Lee, Legislative and Finance Committees. (Dave Stumpo)

XI. **Next Steps:** The next meeting date was not set given a SCRTTC Board meeting in February.

XII. The meeting adjourned at 12:15 p.m.

A handwritten signature in black ink that reads "David M. Stumpo".

David M. Stumpo, Co-Chair / Administrator

//Steve Mullaly// Signed

Steve Mullaly, Co-Chair