

PLANNING COMMITTEE

SCR TTC PLANNING COMMITTEE MEETING MINUTES

When: Thursday, January 24th @ 1pm (Pac Time)

Where: OCTA, Maintenance 2nd Fl.
4301 McArthur Blvd,
Santa Ana, CA

AGENDA

Welcome & Introductions

- Stumpo opened the meeting and announced effective today that Babiarz (Chair) and Mullaly (Co-Chair) were appointed to lead the Planning committee.
- Group introductions were conducted.

Open Items/Policy and Procedures

- Certificate Update and Samples (**Action:** N. Babiarz)
 - Babiarz presented the final printed Certificates for Trainers, Students and the certificate covers and passed them around for everyone to see.
 - Babiarz requested /Signatures/ for electronic signing of the certificates.
 - Certificates will be back printed and distributed to the designated person assigned by each member.
 - The issue of student data base was discussed. Stumpo mentioned that the SCR TTC has all the names and what courses were taken – but the responsibility still remains with each transit system to manage their own personnel. We can help in the are of prerequisite classes so that students are not taking classes out of sequence.
- ASE Committee Activity (**Action:** R.Cruz)
 - Cruz presented an overview of the ASE along with a written summary. Questions Cruz raised for the subcommittee included:
 - How should the SCR TTC approach ASE?
 - Who wants to be involved in the ASE?
 - How will cost of ASE test be handled?
 - Cruz further explained that it makes sense that the subcommittee and planning committee provide a Board Report once the information and decision is made to move forward with the ASE.
 - Stumpo/Babiarz/Kushner have discussed the ASE with APTA and NTI.
 - Sub-Committee volunteers include:
 - Steve Mullaly, Frank Scholl, Dana LaRoche
- Mentor Class Update (**Action:** N.Babiarz/R.Cruz)
 - Babiarz summarized the activities and the calendar for the upcoming mentor class. Includes the Transit HR department mailing out a package the week of March

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9th. Presentations by LBTS will be conducted at the colleges followed by a student tour at the LBTS Anaheim facility. The goal is to create a template that transits can use to work with local colleges. If anyone needs further information on this mentor program should contact Nina Babiarz at 619-667-6636.

- Registration/Sign-up/Rosters/Evaluations/Pictures.
 - Stumpo briefed the committee

Current Class Updates and Open Action Items

- **IDRC Updates from Slavich confirmed the calendar as follows:**
 - Elect I – Feb 7th & 8th LB Transit
 - Electr II Beta 2 – Class – Jan 30th/31st LAMTA
 - Electr II – TTT – Class – March 7th LAMTA
 - Electr III Beta 1 –Class – February 14/15th
 - Corrected to OCTA Garden Grove
 - Electr III Beta 2 – Class – April 17th/18th LBTS
 - Electr III TTT – Class – June 20th – LB Transit
 - **HVAC:**
 - Babiarz did a briefing about the development of the HVAC course in preparation for the Introduction to HVAC course.
 - Hammonds informed the group that a college instructors 608 & 609 Certification can be used for educational training.
 - Rio Hondo will be issued a PO to develop the HVAC Introduction Beta I by April 1st. Santa Ana and OCTA assigned as the validators.
 - **Brake I Systems:** Final Validation status -
 - Stumpo reported the course was completed and added to the catalog.
 - **Brake I Systems:** Class @ LATTC Status -
 - Stumpo reported the class at LATTC went well and completed. LATTC will provide a date for the June course. (**Action Item:** Guerra)
 - **DVOM: Foothill Transit March 6th/7th**
 - Orozco reported Cypress was ready to teach the course.
 - **ITS Elements written into the Syllabus**
 - Babiarz briefed the group about the inclusion of the ITS elements into some courses. The slides were distributed to all Planning committee members for review and feedback. Mullaly commented to include questions to ensure the student understands the ITS overview. The ITS elements will be incorporated into the Electrical I, II, III. The DVOM course already has an ITS overview.

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- **Pre and Post Testing Topic**
 - Comments were made that in order to know whether learning objectives are met, pre and post testing is a good tool to know how students perform.

New Business (All)

- Courses for Delivery - **July August September (All)**
 - DVOM, Electrical I, II, III, Brakes I, HVAC, ISE Hybrid Safety – See Calendar attached
- Courses for Development
 - Brakes II (Tabled until next meeting)
 - Cummins Engine and John Deer Engine
 - Babiarz spoke about the feedback from the needs assessment and the need to develop the ISL-G 8.9 and ISC-G (8.3).
 - Orozco spoke about the development that already exist for the (8.3). Cypress will be the lead developer with MTA Richard Menzel. Bobby Garcia will be involved.
 - Orozco spoke about John Deere engine course is already developed however only OMNI has Deere engines at the moment.
 - Hybrid Electric 2-day Into course DACUM
 - Babiarz spoke about the development of the curriculum (DACUM) for the Hybrid electric course to be developed for transit. She provided a skills profile sample of a DACUM process. February 11th is the selected date for a one-day process for key transit to provide the basic feedback in the initial development.
 - Update APTA – ITS – NCR TTC – EWDC
 - Stumpo updated the group about the May 4-7 APTA meeting in Austin. APTA asked the SCR TTC to present.
 - Banners
 - Babiarz asked all members if there was any issue about hanging a banner displaying the SCR TTC logo and Website. Hearing no issue – banners will be sent to each.
 - Other items (All)
 - Macy spoke about the MTA Rail invited him in to talk about the SCR TTC model.
- **Next face to face Meeting on March 20th LBCC - 1pm;**
- **Next TeleConference Meeting February 22, 2008 @ 1pm; agenda & conference call-in information will be sent under separate cover.**

Courses by Month 2008	Jan	Feb	Mar	Apr	May	Jun
BASIC						
DVOM/ITS Technologies #SC-DV-2700-I	Sunline (03/04) Chaffey		Foothill (06/07) Cypress	LBCC (10th/11th) LBCC		Golden West (5th/6th) Golden West College
	Cypress (08/09) Cypress					
Electric I for Transit #SC-EL-1600-I		LBTS (07/08) Rio Hondo			OMNI (15th/16th) Rio Hondo	
ISE Hybrid Safety #SC-HY-4000-I	OCTA Santa Ana Facility (10th) ISE		Torrance (6th) ISE Gardena (20th) ISE			
GENERAL						
Brakes I for Transit #SC-BR-1300-I	LATTC (17th/18th) LATTC		Santa Monica (20/21) LATTC			TBD (xxth/xxth) LATTC
Brakes II for Transit #SC-BR-1300-II						
Electrical II for Transit #SC-EL-1600-II	LA MTA Beta II (30/31) Rio Hondo		LA MTA TTT (7th) Rio Hondo	OCTA (3rd/4th) Rio Hondo		
Electrical III for Transit #SC-EL-1600-III		OCTA Beta I (14th/15th) Rio Hondo		LBTS Beta II (17th/18th) Rio Hondo		LBTS TTT (20th) Rio Hondo
Engines ISL -G #SC-EN-1700-I						
ADVANCED						
HVAC I #SC-HV-3000-I				Rio Hondo April 3rd/4th at Rio Hondo		
HVAC I #SC-HV-3000-I				ThermoKing April 24/25 at OCTA Garden Grove		
VEHICLE/SPECIAL						
ITS Awareness						
Periodic Smoke Inspection	LATTC (11th and 25th) Santa Ana (25th)	LATTC (8th and 29th) Santa Ana (29th)	LATTC (14th and 28th) Santa Ana (14th)	Santa Ana (25th)	Santa Ana (9th)	Santa Ana (6th)
CNG Inspection					Long Beach CC (8th/9th) LBCC	
OSHA						LAMTA (11th/12th) Rio Hondo
Other						

LEGEND

First name is WHERE the course is taught
 Second part is the DATE the course is taught
 Third part is the LOCATION/HOST the course is taught
 Awaiting Action when this color appears

Courses by Month 2008	Jul	Aug	Sept	Oct	Nov	Dec
BASIC						
DVOM/ITS Technologies #SC-DV-2700-I		Rio Hondo (14th/15th) Rio Hondo				
Electric I for Transit #SC-EL-1600-I		LATTC (T B D) TBD ?? Torrance ??				
ISE Hybrid Safety #SC-HY-4000-I						
GENERAL						
Brakes I for Transit #SC-BR-1300-I			OMNI (24th /25th) LATTC			
Brakes II for Transit #SC-BR-1300-II						
Electrical II for Transit #SC-EL-1600-II			LBCC (11th/12th) LBCC			
Electrical III for Transit #SC-EL-1600-III						
Engines ISL -G #SC-EN-1700-I						
ADVANCED						
HVAC I #SC-HV-3000-I						
VEHICLE/SPECIAL						
ITS Awareness						
Periodic Smoke Inspection						
CNG Inspection						
OSHA Basic Course	LBTS (9th/10th) Rio Hondo	OMNI (6th/7th) Rio Hondo				
Other						

LEGEND

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