

PLANNING COMMITTEE

MEETING MINUTES

When: Thursday, March 20th @ 10am (Pac Time)

Where: Long Beach City College – ATTEi MM130

Participants:

N. Babiarz, SCR TTC	D. Stumpo, SCR TTC
P. Astredo, LAMTA	E. Jaramillo, Cerritos College
F. Scholl, OCTA	G. Newhouse, SD Miramar
S. Mullally	G. Hammond, Santa Ana
J. Ditch, LBTS	M. Bonocio, OMNI
P. Sparks, LBCC	C. Macy, LBCC
R. Linewebber, Rio Hondo	G. Hammonds, Santa Ana
M. Orozco, Cypress	A. Fox, SCR TTC

AGENDA

Welcome & Introductions

Babiarz welcomed everyone and opened the session at 10:10a.

Babiarz asked if there were any changes to the February 2008 meeting minutes, and hearing none proceeded with the agenda.

- **Open Items/Policy and Procedures (Action: Babiarz/Stumpo)**

Babiarz communicated that Stumpo completed all the back certificates and distributed to those in attendance. Stumpo reported that the data base was built and all certificates printed and distributed. Stumpo mentioned that any misspelled names should be noted and we will re-print. Earlier registrations were done by hand written entries and hard to read the writing.

- **ASE Sub-Committee Activity (Action: R.Cruz)**

In Cruz's absence, no sub-committee meetings were held. Mullally spoke about the APTA ASE committee that he and Brian Markey were involved and that they committee was moving forward with an Alternate Fuel test. The ASE now has H2-H8. Visit the ASE website for further details.

Cal spoke on the CSA Cylinder Inspection exam. He mentioned that the program was being considered for an ASE and ISO certified program under as a national model. Beta expected to start in April 2008.

- **Mentor Class Update (Action: N.Babiarz/R.Cruz)**

Babiarz briefed the group about the ongoing mentor program. Sparks spoke about the issue of the students and colleges to the program serious. He had 5-6 candidates. Babairz asked if there was anything that could be done to enhance or help the process. Sparks mentioned it would be the colleges' effort to make this happen.

Jaramillo from Cerritos presented that the open house was well attended with 12-14 students. He said 8 of the candidates were considered 'very sharp' and materials will be provided to Rick O. at LBTS. Rick from LBTS made presentations that were excellent. A discussion of the group regarding the talking notes and whether they can be made available on the Internet for access purposes.

Ditch spoke about the successes over the years at LBTS. The idea was for this to be an introduction of our transit business for awareness and a career opportunity.



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Macy suggested setting up something on the website so that students can post their resumes. He also mentioned the need to market the program for the colleges to gain enrollment and transits to gain employment opportunities. This would include an ability for the colleges to get students interested in their programs and transits to get the pre-qualified students for future employment. Further to the discussion, it was mentioned the the colleges and transits have marketing budgets whereas the SCR TTC doesn't not have excess funds to do this type of marketing unless the operating funds are used. This would require a board decision.

- **Updates from DC Trip (Action: Stumpo)**

Babiarz spoke about the 8 meetings with congressional staff. Feedback was consistent about how they want to know how to help the colleges with workforce development. Stumpo informed the committee that many meetings were conducted at the Legislative conference and over 30 press kits distributed. The SCR TTC was represented by Dana Lee, LBTS, John Frala (Rio Hondo College), David Kim (LA Metro), David Feinberg (Santa Monica's Big Blue Bus), David Reyno (Foothill Transit), Dana Lee (Long Beach Transit), Pat Jordan and Travis Gibbons (Jordan and Associates). FTA will be issuing an RFP regarding training that we are interested to respond to when it does become available. In addition, we are working closely with APTA on delivering a DVOM course as part of their mission to deliver training to transit. Kushner following up with FHWA/ITSa/FTA/APTA/NTI.

Scholl mentioned that Stuart from APTA is always looking for doing some technical training for the upcoming APTA Bus conference in May. Stumpo mentioned that APTA has invited us to speak at a round table track on that Tuesday, May 6th.

- **Updates NCR TTC (Action: Stumpo)**

A meeting was held several weeks ago in Monterey. The planning committee was formed and the next meeting is planned in April. The FHWA/ITSa contract is scheduled for completion on April 30, 2008. Babiarz is finishing the needs assessment. The NCR TTC has momentum and likely to help the entire consortium idea. We are attempting to put a DVOM and Electrical I class with the support of grant funds from the colleges in the north.

On another note, Stumpo reported our brand was being more talked about with the state of Oregon wanting to build a transit consortium, APTA, NTI, ITS America and others now becoming aware of what we are doing and how we deliver training in the south.

- **Current Class Updates and Open Action Items**

IDRC Updates by Lineweber indicated Electrical III TTT is ready and planned for June 20th. Electrical IV and V near completion and expectation to be completed by August. The entire schedule and syllabus will be available when John Frala is back.

With the IDRC coming to completion, Rio will be doing a Train-the-Trainer for each Electrical I to Electrical V course developed. This will be done the week of August 4th. Site selection is OCTA's Santa Ana facility.

Rodney spoke about the upcoming OSHA courses and requested some updates from transit to ensure content is applicable. MTA will assist.



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- **Upcoming Classes**

DVOM:

- LB City College on April 10th/11th; Stumpo noted this class has 3 registered as of today.

ELECTRICAL II:

- Rio Hondo on April 3rd/4th at OCTA; Stumpo noted 3 registered as of today.

HVAC:

- Hammonds spoke that all the work is on schedule. Basic HVAC for delivery April 10th & 11th Beta I at Santa Ana College. Thermo King will be delivering a Basic HVAC for April 24th & 25th at OCTA for up to 10 students.

- **New Business (All)**

Courses Needed for Delivery by September 2008- (All)

- The committee determined the catalog is set for the remainder of the fiscal year with the Electrical Train the Trainer for August.
- Stumpo asked the committee (with emphasis on the customer) to start thinking about what course work is needed for the first quarter of the new Federal Fiscal year: October/November/December 2008.
- 608 Class in process for April at Santa Ana.

Courses for Development

- Stumpo spoke about the need for Brakes II development as we progress toward the summer to deliver this course for the next fiscal year – October/November/December – it will need to be RFP'd around May/June.
 - MTA will ship Axles to LBCC to build stands.
- Babiarz explained the recent updates on the Cummins Engines; ISC Gas+ 8.3 and ISL G 8.9 CM2180A development. Three levels; Beta 1; Beta 2; TTT. Meetings held by Orozco March 14th. Issue was a safety course would be needed first. MTA and LBCC will put a one-day safety course together.
- Babiarz announced the re-scheduled Intro to Hybrid Electric DACUM is now April 8th at OCTA Santa Ana facility.
- HVAC II development the next course to be developed in the HVAC series. Santa Ana/OCTA assigned.

Other Items / New Items (All)

- **On line Registrations/Tardy/No-Shows/Issues**

- Stumpo spoke about the registrations. Time changes created some issue and many no shows. Substitutions can be made the last minute. We will update the policy about 24 hour cancellation notice otherwise fees will be required to reimburse the SCR TTC.
- Orozco mentioned that students in class were saying they were told to attend the class and in some cases only found out a day ahead of time. Others said they were pulled from attending one of the two days by their supervisor.



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▪ Instructor Certification

- Scholl talked about ensuring the integrity of instructors and having them attend all the classes in the validation process, as well as, co-presenting with the author of the program.
- Lineweber reinforced this idea.
- Macy spoke about the need to know the materials, the topic, etc in order to be a certified instructor.

▪ IDRC Completion

- Lineweber spoke that the IDRC developed courses will all be turned over to the SCR TTC at the end of his program.

Next Meeting & Adjourn

- Next meeting is scheduled as a Teleconference
 - April 25th, @ 1:00pm
 - Call in information will be provided