



Southern California
Regional Transit
Training Consortium
www.scrttc.com

PLANNING COMMITTEE

MEETING MINUTES #2007-11-08

DATE: **November 8, 2007**
TIME: **9:30am – 11:00am Pacific Time**
PLACE: **Cypress College – TE3**

Attendees: David M. Stumpo, Co-Chair Planning Committee
Nina Babiarz, Training Coordinator, Co-Chair, SCR TTC
Greg Newhouse, SD Miramar College
Pete Sparks, LB City College
Bryan Kramer, Golden West College
Steve Donley, Cypress College
Jess Guerra, LATTC
Leticia Barajas, Dean Academic Affairs LATTC
Alan Fox, Board Secretary, Attorney at Law
Mike Slavich, Rio Hondo College
Rodney Lineweber, Rio Hondo College
John Frala, Rio Hondo College
Rolando Cruz, Long Beach Transit
Ralph Merced, Santa Monica College
Dayle Withers, OCTA
George Karbowski, Foothill Transit
Eli Jaramillo, Cerritos College
Tom Hogue, Santa Ana College
Frank Scholl, OCTA
Marty Orozco, Cypress College

The SCR TTC (“Southern California Regional Transit Training Consortium”) planning committee met onsite and hosted by Cypress College.

1. **Opening Comments:** The meeting commenced with facilitation by David Stumpo and Nina Babiarz of the APTREX Institute.
2. **Open Items/Policy and Procedures**
 - a. Course Development/Validation SOP Draft was actionable by Stumpo and presented for discussion. The committee acknowledged acceptance of the draft with consideration for third party validation to be incorporated into the policy. A final draft will be circulated by the next meeting. We also discussed course attendee must get an instructor signature on the registration form for verification of attendance by their supervisor. Further discussion was made about when courses should be scheduled. For example, back to back, Friday/Friday, Saturday/Saturday. Stumpo said it always depends on the client and what they want. Colleges have delivered on these days and can deliver if needed at any time. (**Action:** Stumpo)
 - b. Certificate Draft design was presented by Babiarz. Comments included adding a space for course name, date, location and inclusion of the Instructor signature. Further discussion evolved into instructor’s signatures to be electronic signatures which will be provided by each instructor. The decision to have all certificates issued by the SCR TTC was final. Certificates will be mailed to the supervisor of the transit system for presentation and tracking purposes. Certificates will be differentiated between normal courses (blue certificates) and Train the trainer certificates (gold). Follow up required. (**Action:** N. Babiarz)



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- c. SCR TTC Course Name/Numbering will be provided by Rolando Cruz. This will aid in finalizing the course numbering and names for all SCR TTC members to use when courses are developed and registered under the SCR TTC brand. (Action: R.Cruz)
- d. ASE Committee had no activity to report this period. However, Stumpo attended the APTA Standards meetings in New Orleans and presented an overview of the committee activities with learning objectives and tool list. As APTA members, more SCR TTC members need to be involved. Withers and Karbowski mentioned their involvement. (Action: R.Cruz)
- e. Babiarz and Cruz spoke about the Mentor Class and updated the group. Written material and powerpoint will be forwarded to all members for involvement. Contact Nina for additional information. (Action: N.Babiarz)

3. Current Course Updates and Open Action Items

- a. IDRC Updates (Lineweber/Frala)
 - i. **Electrical II:** The last meeting it was reported that course development will be completed in December with many transit systems involved. The expectation was Beta delivery in January 2008. Frala reported this period that the class is named Electrical II and has basic electronics. He further indicated that the Beta 1 class was scheduled for delivery on December 20th and 21st to Culver City Transit. He stated that Obed, the Instructor from OCTA was involved, unbeknown by OCTA Frank Scholl who was present at the meeting. However, Scholl indicated that Obed is an excellent person for validating the course. The committee was not aware of this activity and asked for information from Frala and Lineweber so that communication, registration, validation and other important elements of course development coincide with our standard operating procedure.
 - ii. **Networking Class:** No activity to report. Rio Hondo mentioned this will be part of the next grant on advanced courses.
- b. **HVAC:** Recent TK course held at LBTS was good. However, given the unit was an all electric unit – not all transit systems use this type system. Babiaz and Stumpo following up with vendors to develop the course, since no colleges have responded positively to the RFI.
- c. **Brake Systems:** Beta II Validation completed; The Brake TTT will be held December 5th/6th at MTA Regional Rebuild center. Registration is online. (Action Item: Anderson)
- d. **Engines (Cummins):** Babiarz in discussion concerning the ISL G 8.3 & 8.9 L engine course development.

4. New Business

- a. Babiarz gave a brief presentation about the findings of the recent needs assessment and gap analysis. More details were to be presented at the Board meeting scheduled directly after the planning committee.
- b. Course selection, location and instructor were made for the quarter beginning January – March 2008. See attached sheet and dates



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needed by instructor named at the meeting. The next meeting we will complete the next quarter April – June 2008.

c. Reminder about the Call for Papers for the ITS Annual by January 14th 2008.

• **Next Meeting will be a Teleconference – December 14th 1pm.**

- Call - 866-266-3378
- Conf ID 360-945-2150 #
- PWD: 1214 #

• **The meeting Adjourned @ 11:00a**

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

David M. Stumpo, Co-Chair / Administrator

//Nina Babiarz//

Nina Babiarz, Co-Chair / Training Coordinator

Not present

Steve Mullaly, Co-Chair, MTA



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November 8, 2007

TO: **ALL SCRTTC PLANNING COMMITTEE MEMBERS**

MEETING MINUTES & AGENDA

Date/Time: November 8, 2007 – 9:30am – 11:00am

Location: Cypress College Tech Ed Bldg #3 – Room 101
9200 Valley View Lane
Cypress, CA 90630

(Special Parking Instructions: Use Lot #1 or #4. Pay \$1 or you will be ticketed.)

- **Welcome & Introductions (Dave)**
- **Open Items/Policy and Procedures (Dave and Nina)**
 - Course Development/Validation SOP Draft (**Action:** D. Stumpo)
 - Certificate Draft design (**Action:** N. Babiarz)
 - SCRTTC Course Name/Numbering (**Action:** Stumpo/R.Cruz)
 - ASE Committee (**Action:** Stumpo/R.Cruz)
 - Mentor Class Update (**Action:** N.Babiarz/R.Cruz)
- **Current Class Updates and Open Action Items**
 - **IDRC Updates (Lineweber)**
 - **Electronics Class:** (Lineweber)
 - **Networking Class:** (Lineweber)
 - **HVAC:** Update from LBTS TK Instruction
 - **Brake Systems:** Beta II Validation; TTT Dec 5th/6th (**Action Item:** Anderson)
 - **Electrical for Transit:** (Lineweber)
- **New Business (All)**
 - New APTA Membership; Standards committee (Stumpo)
 - Gap Analysis – Report (N. Babiarz)
 - Courses for the Next 12-months by quarter (All)
 - DVOM
 - Electrical I, Electrical II
 - Brakes
 - HVAC
 - Electronics I, II, Network, Multiplex
 - Hybrid Electric
 - Zones where the courses will be scheduled
 - Engage vendors into the training process
 - Call for Papers – ITS Annual by January 14th 2008.
- **Next Meeting**
- **Adjourn**



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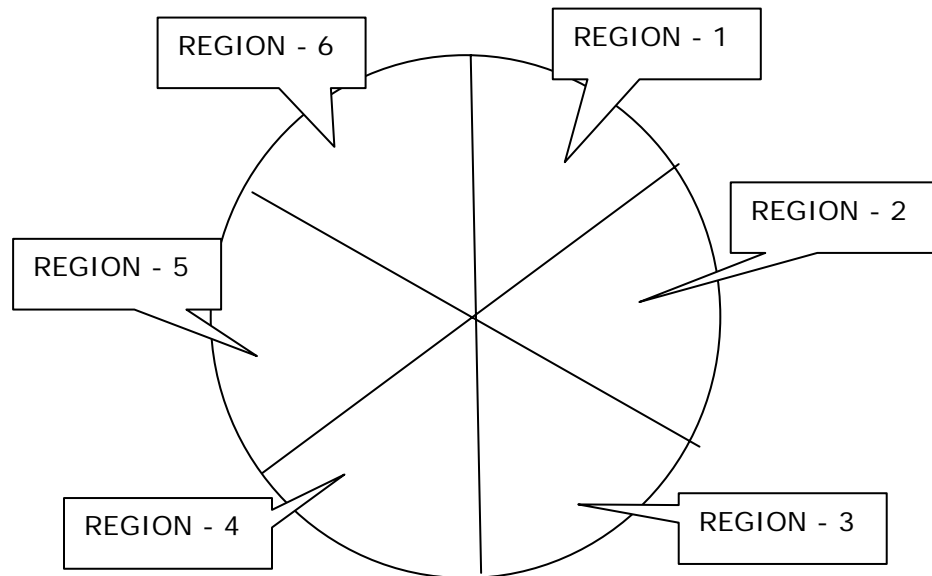
COURSE WORKSHEET

COURSE NAME	COURSE LOCATION and DATE	WHO DELIVERS
TRACT 1 - BASIC		
DVOM	January ____, 2008 Cypress College	Marty Orozco, Cypress College
DVOM	March 6 th , 7 th , 2008 Foothill Transit Arcadia Division	Marty Orozco Cypress College
Electrical I	February 7 th , 8 th , 2008 Long Beach Transit Jackson Facility	John Frala Rio Hondo
Hybrid Safety	TBD	Joshua Goldman ISE
TRACT 2 – GENERAL		
Brakes for Transit	January 24 th , 25 th , 2008 LATTC	Jess Guerra LATTC
	March 20 th , 21 st , 2008 Santa Monica Transit	Jess Guerra LATTC
Electrical II – Beta II	January 30 th , 31 st , 2008 Rio Hondo College	John Frala Rio Hondo
Engines – ISL G	TBD	
TRACT 3 – ADVANCED		
HVAC	February____, 2008	
TRACT 4 - SPECIALTY		
Periodic Smoke Insp		
ITS Systems		
Cylinder Safety Insp.		

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For Review – December 14th Meeting – Note zones, locations

WHEEL OF LEARNING – Rev 3 - 11/14/07



Region – 1: College of the Desert, Omnitrans, Foothill Transit, Riverside Transit, San Bernardino College, Chaffey College, Sunline Transit.

Region – 2: Montebello Bus, MTA(5), City of Commerce Bus, LA Trade Tech, Pasadena City College, Rio Hondo.

Region – 3: MTA (2), OCTA (3), Cypress College, Santa Ana College, Coastline College, Golden West College, Orange Coast College, Cerritos College, San Diego Transit, North County Transit, San Diego Miramar

Region – 4: Norwalk, Torrance Transit, Gardena, LBT (2), Long Beach City College.

Region – 5: Santa Monica, Santa Monica College, Culver City, MTA(2)

Region – 6: Santa Clarita, (3) MTA Divisions, College of the Canyons