

**Highway Construction Materials Technician Certification Board
Meeting Minutes**

April 3, 2015

Meeting was announced by posting at the Bert Cooper Engineering Laboratory and on the internet web site at <http://oktechcert.org/Meetings>.

The meeting was called to order at 10:00 AM by Scott Seiter. The following members/guests were present.

MEMBERS

Scott Seiter	ODOT
Larry Patrick	OAPA
John Leonard	ODOT
Steve Tollett	Cummins Construction
David Murdock	OTA
John Privrat	Duit Construction
Shawn Davis	ODOT
Allan Hinton	ODOT

GUESTS

Gary Ridley	Secretary of Transportation
Paul Tikalsky	OSU
Ed Kirtley	OSU
Waseem Fazal	FHWA
John Veenstra	OSU
Bruce Russell	OSU
Heather Yates	OSU
Cindy Rice	OSU
Chelsea Robinson	OSU
Scott Lange	ODOT
Brian Kirtley	ODOT

STAFF

Steve Cross	Program Director
Steve Sawyer	Program Coordinator

1. Scott Seiter determined that a quorum was present and called the meeting to order.

Visiting dignitaries Gary Ridley, Paul Tikalsky, and Bruce Russell, made welcoming comments including background on the purpose, design, and construction of the Bert Cooper Lab.

2. Motion to approve minutes of January 8, 2015 made by David Murdock, seconded by Larry Patrick. Approved unanimously.
3. Steve Sawyer reported that General Counsel had commented on the following key issues regarding the change in administering the program.
 - a) The Board retains its authority to approve all instructing or evaluating personnel.
 - b) The Board will have purview over expenditures for staff and support since those costs will now be paid directly from the revolving fund.
 - c) Contracting with companies for instruction/evaluation will conform to OSU policy and procedures.
 - d) The Director of ODOT retains authority to appoint the Program Director for the HCMTCB program.
 - e) The Board should not formally vote to approve or disapprove the contractual agreement between ODOT and OSU.
4. Ed Kirtley presented the Board with OSU's proposal to administer the HCMTCB program. (Presentation attached.) Key points were:
 - a) Steve Cross, P.E., Ph. D. will become the Program Director.
 - b) Steve Sawyer will become the Program Coordinator.
 - c) Classroom space will be provided in the Electronics Lab to the east of the Cooper Lab and laboratory space will be provided in the north bay of the Cooper Lab.
 - d) OSU faculty members will have an increasing role in the training and certification

- of RHCMTs.
- e) ODOT will maintain ownership of equipment. OSU will be responsible for maintenance and replacement costs.
 - f) Waseem Fazal asked Steve Sawyer for clarification on the continuing oversight from ODOT regarding the certification process. Steve reported that there should be no change in that regard and that ODOT remained directly involved. Ed Kirtley concurred.
 - g) Steve Cross conducted a tour of the new facility.
 - h) The Chair recommended that a group of Board members be available to help monitor the transition. A sub-committee was appointed with Larry Patrick as Chair.
5. There was no new business.
 6. Meeting adjourned by the Chair.