

**SURVEYING & GEOMATICS ADVISORY COMMITTEE**

**MEETING MINUTES**

**Date: May 8, 2014 Time: 1:00 – 3:00 pm**

**Meeting Room: T-Building, Room 101**

**Members Present:** Janet Wilkins, P.L.S., Committee Chair, Bureau of Land Management; Matt Faulkner, P.L.S., Vice Chair, WH Pacific; Weston Dorszynski, P.L.S., City of Vancouver Survey Dept.; Chris Sherby, P.L.S., MacKay Sposito, Inc.; Larry Goble, P.L.S. P.E., Federal Highway Administration; Jeff Lynch P.L.S., City of Vancouver; John Thomas, P.L.S., WDOT Retired; Mike Swanson, P.L.S., US Forest Service

**Members Absent:** Carla Meritt, P.L.S., MacKay Sposito, Inc.; Doug Boheman, P.E., P.L.S., Clark County Public Works; Ken Paul, P.L.S., Clark County Public Works

**Clark College:** Tina Barsotti, Professor of Engineering; Tim Kent, P.L.S., Surveying Program Coordinator/Professor; Peter Williams, Dean of STEM; Andreana DiGiorgio, Secretary Sr., Advisory Committees

The meeting was called to order by Committee Vice Chair, Matt Faulkner, at 1:09 p.m. Introductions were made with new members introduced. Jeff Lynch is a senior engineering tech for the City of Vancouver and Mike Swanson is a land surveyor with the US Forest Service in Vancouver.

**Review of the Minutes of the Previous Meeting**

Janet read through the May 8, 2014 meeting minutes. Some highlights are as follows:

* Tina reported the associate of science transfer 2 degree is awaiting approval at the state level. She told the committee this is a Washington state degree. We are requesting that surveying be added to it. With the AST2, students will be able to enter OIT as a junior.
* Janet told the committee Vision 2020 is now called the 5-Year Strategic Plan. She handed out her summary of brainstorming ideas from the last meeting.
* Tina reported that Surveying is penciled in to be moving to the Science 123 building when the STEM building is complete and said there are funds available to remodel.

*A motion was made to approve the February 13, 2014 meeting minutes as written. The motion was seconded and unanimously approved.*

**Office of Instruction**

Tina reported that the committee needs to move 6 of the members to “ex officio” members and new officers need to be elected. For the new members present, Tina explained that the state requires adjunct instructors not be voting members because of a potential conflict of interest. The committee talked about membership and some questions were asked: how many are they supposed to have on the committee? How do they continue to make quorum if they increase membership? Andreana answered that the members can decide the size of the committee. If they are concerned about making quorum at future meetings, she said that they can certainly review the committee bylaws and make changes accordingly. She added that they can also look at attendance requirements in the bylaws as well. Tim suggested a subcommittee be created to review the bylaws and present their findings and suggestions at the fall meeting. After the new officers are elected, this will be a follow up item for the new chair.

Next, the nominations were made for chair and vice chair. *Weston Dorszynski was nominated committee chair*

*and Ken Paul was nominated vice chair. There was a blanket second and they were approved unanimously.* The terms begin fall of 2014 and run two years.

**Director/Division Chair Report**

Tim Kent began by showing the committee an outline of courses that will be added to the associate of science transfer 2 degree (AST 2). The Oregon Institute of Technology (OIT) website was shown on the board. Tim said after students earn their AST 2 and want to further their education, they can walk into OIT as a junior in a bachelor’s degree program, as Tina mentioned earlier. Currently, OIT is in a downward enrollment trend in their Geomatics program. One of their four professors will resign at the end of this term. OIT is trying to keep their program at the accreditation level as they try to figure out how the courses will be taught by the remaining professors. Tim said that in two weeks’ time, the board will meet and will make adjustments accordingly. Tim reported 40 total students in the Geomatics program; which includes 28 in surveying and 12 in GIS. Wilsonville wanted to offer a spring class and only began with three students. He thinks enrollment should go up a bit based on the students who are coming up the pike.

Tim showed the committee the Subdivision Planning & Platting course outline. He explained that students go through the planning process which includes state laws and regulations. During the course, students are given a piece of land to subdivide, and are also given a boundary problem which they have to solve and subdivide into a subdivision. Ken Paul, a surveyor for Clark County and member of this committee, comes in to speak about laws and regulations. Tim would like to know how valuable this to a two year surveying technician student. Should this be at junior level only? Should the credits be spread out? Should there be a second GPS class. Matt Faulkner said that although there is software that can cover the subdividing, real world work would be better for the students. Another member thought that a second GPS level course should be offered and add a math elective. John Thomas said his employees need to know how to lay a plat out on a piece of paper so that they know the setbacks and planning issues that can go into this. Subdivision experience is a must. Much more discussion on courses took place. Tim was happy with the feedback from the committee.

Tim announced they now have data collectors. Erielle Lamb has been introducing students to this new equip and the Carlson software that came with them. Included in the initial order was a Topcon substation. He said Topcon total station has an educational discount program and he got a pretty good deal. They are looking to obtain more and the funding source is Tech Funds/student funds. They’ll turn in a tech proposal for three more instruments which total $19K. Tim told the committee that the Foundation funds won’t be available for now for equipment.

Tim reported a lot of students in the pipeline for fall term. He said their plotter needs some help. Brian Miyake is doing a great job with his GIS course, however, the plotter is no longer being serviced by HP. The print heads are a concern and are expensive.

Indra has agreed to come back to teach Map Projections. He also teaches at Oregon Tech.

Tina mentioned that the Facilities Department needs to let Surveying know when they make changes to the grounds, i.e. planting trees, food carts. It creates issues with the surveying infrastructure. She would like them to contact Tim about changes to the campus grounds. This will be added to the work plan.

**Work Plan**

The committee reviewed the work plan. Changes were made as needed. A copy of the work plan will be posted to the Surveying & Geomatics website as soon as the updates are made by Andreana.

A discussion took place about offering a GIS certificate. Tim said Clackamas has a GIS certificate program, Oregon State has a master’s program. What could we do to begin building a GIS program here? The committee was asked to think about this.

Janet summarized the meeting and congratulated Weston and Ken on their new committee duties. She welcomed the two new members. Tina suggested that the bylaws be reviewed every two years.

**Next Meeting Date**

The fall meeting will be Thursday, October 9, 2014, noon to 2:00 p.m.