Joint Training and Certification Program Advisory Council Charter – 04/23/2021

Background	The Joint Training and Certification Program (JTCP) is a component of the California Department of Transportation (Caltrans) Independent Assurance (IA) program where technicians receive training and become certified to sample and test materials on State highway projects. The program ensures that technicians are highly skilled, knowledgeable and provide uniformity and consistency in material sampling and testing. The JTCP provides training and certification in soil, aggregates, asphalt concrete and Portland cement concrete.
Purpose	The Council will: • Serve as a forum for concerns and provide recommendations for improvement • Evaluate issues and provide recommendations for improvement • Review current curriculum and laboratory practices for applicability and make recommended changes • Review student comments and evaluations, recommend program changes or modifications • Act as the second level of review for disputes between the Program Contractor and Student. Findings would be non-binding (The Program Administrator will be the final decision maker.) • Review and make recommendations on need and frequency of classes • On an annual basis, assess the effectiveness of JTCP • Technical Committees or additional committees may be added as needed. The Council is entirely advisory in nature and has no governmental powers in and of itself. Although the Council is not subject to state open meeting laws, it will conduct its business in an open manner, whereby any interested person is permitted to observe any meeting of the Council.

Desired Goals	• Provide continuous improvement guidance to the Program Contractor and Caltrans on the JTCP • Provide a forum for industry and student concerns • Provide a forum for honest and open dialog • Encourage resolving conflicts at the lowest possible level

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Advisory Council Charter

Members	The Council consists of a representative cross-section of stakeholders, including government, trade organizations, the construction industry, and materials producers. Participation on the Advisory Council is voluntary and members receive no compensation, nor are they reimbursed for any other expenses, such as travel, meals or lodging. Council members are expected to act in a manner which facilitates Council discussion and promotes agreement on recommendations. The Council Chair has the authority to add or remove members of the Council to ensure a non-biased, productive group. In addition, Council members may be removed for failure to actively participate and attend Council meetings. Membership shall consist of the following representatives: Council Chair: Caltrans JTCP Program Manager Council Members: Program Administrator: Administrator and Technical (Engineering) representatives (California State University, Long Beach) Caltrans Chief, Office of Materials Management & Independent Assurance Caltrans Chief, Office of Central Laboratory Caltrans Chief, Office of Construction Standards Federal Highway Administration (FHWA), Asset Management and Pavement Engineer California Asphalt Pavement Association (CalAPA), Executive Director California Construction & Industrial Materials Association (CalCIMA), Director of Communications and Policy American Concrete Institute (ACI) Chapter Representative Associated General Contractors of California, Director of Joint Engineering Southwest Concrete Pavement Association, Executive Director California Council of Testing and Inspection Agencies,

	Representative American Council of Engineering Companies (ACEC), Representative
Frequency of Meetings	Council meetings will be scheduled semi-annually, additional meetings may be called as necessary. All JTCP Advisory Council meetings will be held in the Sacramento region. The Council Chair will make provisions for remote meeting participation where travel for members is not possible.
Roles and Responsibilities	The Program Administrator will publish an agenda and keep minutes of each meeting. The meeting announcement and agenda will be published a minimum of ten business days before each meeting and be made available to trade organizations for dissemination. Minutes will be published on the program website within 30 days after a meeting. Members are responsible for identifying improvements to the JTCP and supporting the decisions made by the Advisory Council. Sponsors are responsible to: • Promote the JTCP • Support implementation of JTCP with District staff and contractor staff • Help remove/resolve issues when elevated by the JTCP Program Manager
Reporting Structure Input to Board	The Council is sponsored by the Caltrans Division Chiefs of Engineering Services and Construction. By delegation, the council will be chaired by the Caltrans Program Manager for the Joint Training and Certification Program.

Decision Process	Each voting Committee member is entitled to cast one vote. Attendance and voting by a member may be by telephone or web conferencing, although attendance in person is encouraged. A vote by a simple majority of the quorum is required for all formal Council recommendations. A quorum shall consist of a majority of representatives, including those attending remotely. A member's early departure from a meeting will not prevent a quorum from continuing to do business. In the event that a representative is unable to attend a meeting, he or she may designate an alternate from the member organization or agency to participate at the meeting by providing notice to the Council Chair prior to the meeting. The alternate shall be counted toward meeting the quorum requirement and shall have the same voting rights as the member.
Amendment	Caltrans shall have the right to amend this Charter which will require sponsor approval. The Council may at any time request changes to this charter. Caltrans shall not unreasonably refuse such requests. In the event Caltrans considers it necessary to amend the Charter, the Council Chair will solicit input from Council members.

Advisory Council Chair Approval

RICHARD HIBBARD Date
JTCP Program Manager
Office of Materials Management & Independent Assurance
Materials Engineering and Testing Services
Caltrans

Sponsor Approvals

THOMAS OSTROM Date
Division Chief
Division of Engineering Services
Caltrans

RAMON HOPKINS Date
Division Chief
Division of Construction
Caltrans