

# **TCCC Bi-annual Meeting Minutes**

**November 2, 2004**

**Kansas City, MO**

**Attendees:** **Howe Crockett**, FHWA – Western Federal Lands; **Chris Anderson**, Iowa Department of Transportation; **Leo Stevens**, NETTCP; **Garth Newman**, Idaho Transportation Department – WAQTC; **Bud Darby**, NICET; **Robert Peda**, Pennsylvania Department of Transportation; **Lee Onstott**, New Mexico Department of Transportation; **Martha Monjo**, South Carolina Department of Transportation; **Douglas Townes**, FHWA – Resource Center (Atlanta); **Chris Newman**, FHWA, Office of Asset Management; **Tom Malerk**, Florida Department of Transportation – SETTFFQ; **Judith Johnson**, FHWA – Resource Center (Atlanta); **Bob Templeton**, National Partnership for Highway Quality; **Linda Hughes**, Washington Department of Transportation – WAQTC; **Cathy Betts**, Minnesota Department of Transportation; **Steve Sawyer**, Oklahoma Department of Transportation; **R. Ben Gribbon**, FHWA – Office of Safety; **Laura Lawndy**, LGB & Associates – FHWA Office of Asset Management.

## **Welcoming Remarks and Introductions:**

Howe Crockett, FHWA-Western Federal Lands, welcomed everyone to the first Partnership in Transportation Learning joint meeting between the National Transportation Training Directors (NTTD), Technical Trainers Council (TTC), and the Transportation Curriculum Coordination Council (TCCC), in Kansas City, MO. The joint meeting was held from October 31 – November 3, 2004; however, the TCCC had a breakout session to address TCCC issues on Tuesday, November 2, 2004. During this meeting, Howe also introduced Martha Monjo of South Carolina Department of Transportation who will be taking the place of Paula McKee, New Mexico Department of Transportation, as the representative from the NTTD to the TCCC. Bob Templeton of the National Partnership for Highway Quality also joined the TCCC group.

## **Information Sharing: Accomplishments & Useful Information:**

Discussion: Martha Monjo, South Carolina Department of Transportation and SETTFFQ, briefed the group on SC DOT's workforce planning effort in conjunction with Clemson University concerning the development of career ladders for maintenance personnel. SC DOT has used the TCCC matrix as one source of information when developing career ladders and appropriate training to match the levels identified in the career paths. They have created a Maintenance Training Task Force to focus on the issues of training with an emphasis on heavy equipment operator training. SC DOT has also created a Resident's Academy to train the resident engineers to take over for the current leadership in the future, as well as a corporate university.

Bill Beuter, Virginia Department of Transportation and MARTCP, informed the group that VDOT is moving toward a VDOT University as well. According to Bill Beuter, the TCCC interviewed a number of State DOTs that had developed "Resident Engineer"

Academies and developed a report of the findings. The results of this research are available on the official TCCC website at [www.nhi.fhwa.dot.gov/tccc](http://www.nhi.fhwa.dot.gov/tccc).

Chris Anderson, Iowa Department of Transportation, told the group that IA DOT is still working on developing their training academy, which is also centered on the TCCC matrix.

Garth Newman, Idaho Transportation Department, informed the TCCC that the WAQTC would be meeting on November 18, 2004 in Vancouver, WA. The WAQTC will be using this meeting to refocus the efforts of the group. After several years of operating very smoothly, the WAQTC will be reassessing the current state of its programs and its direction. Garth Newman mentioned that the WAQTC is realizing several benefits from its efforts. The primary benefit is a stronger voice within AASHTO for the Western States concerning test method content. The WAQTC has developed four new test methods, which have been reviewed by AASHTO. These States can now discuss test data without first having to clarify the test methods used to collect the data.

Tom Malerk, Florida Department of Transportation, briefed the group on the activities of the AASHTO Subcommittee on Materials. According to Tom Malerk, the TCCC initiative has not been on the agenda at the materials meetings because both he and Wood Hood were unable to attend that meeting. Therefore, the TCCC has not received any exposure with this group. The benefits of AASHTO are that many of the States are using the similar, if not the same, test methods, resulting in consistency. With regard to the South East group, Tom Malerk informed the group that the SETTFFQ has not met in the last three years since everything is running so well. The group has scheduled a meeting next summer in New Orleans, LA at which reciprocity will be a key issue. The contractors in many of the SETTFFQ States are not supporting reciprocity because they do not want their engineers going to another State to receive higher pay. The group will be addressing this issue and determining an appropriate course of action. Tom Malerk also mentioned that the SETTFFQ website is updated every 6 months and is full of information.

Leo Stevens presented the latest information on the NETTCP. The NETTCP is maturing and must now update their by-laws on little issues (i.e. recording devices in training courses). Leo also informed the group that the QA Technologist Course is almost ready and should be distributed shortly. With regard to training, Leo mentioned that the NETTCP would go to States that do not have a sufficient number of people to participate in a training course and present the course for them. The NETTCP has also set up a schedule for reviewing and updating their manuals. During the next year, the NETTCP has scheduled 24 certification courses, 25 recertification courses and 9 "other" courses.

Bob Peda, Pennsylvania Department of Transportation, briefed the group on the activities of the AASHTO Subcommittee on Maintenance. During the 2004 summer meeting, the subcommittee put forward two resolutions: One resolution is to create/perform web based salary surveys for which the group has received NCHRP

monies to conduct the research. The second resolution supports a research study to determine the effect training upon transportation system performance. The research request was submitted through the Subcommittee on Construction and their research steering committee. Chris Newman, FHWA, is following up with Byron Coburn of VDOT as to the status of this research request. Bob Peda also informed the group that in October 2004 there was a Maintenance Quality Assurance Peer Exchange, in which there were 30-35 States in participation. At this meeting, the group created a top five list of topics of interest for future research. Bob Peda has also informed the group that he had spoken with Jim Sorenson, FHWA, about creating a maintenance management leadership-training course. Chris Newman mentioned that he and Jim Sorenson had briefed representatives from NHI on this idea and they are very interested in supporting such a project.

**Action:**

1. Chris Newman to secure funding, develop a scope of work and draft a RFP

Lee Onstott, New Mexico Department of Transportation, informed the group of the activities undertaken by the AASHTO Subcommittee on Construction. The request for the study on the effectiveness of training was sent to the research committee without a resolution with the hopes that it would be moved forward in FY '05. Lee Onstott also mentioned that NHI course number 134055, Managing Construction Workmanship, currently under development for which an RFP was issued and Applied Pavement Technologies has been selected for the development. It is expected that the pilot course will take place in March/April of 2005.

Bob Templeton, National Partnership for Highway Quality (NPHQ), briefed the group on NPHQ's current activities. NPHQ's focus is on bringing the industry into the training mix, as NPHQ is the only national forum in which the industry is an active member. AGC, NICET, Ready-Mix, FPP, etc. are all members of this organization and the goal is to bring States/Industry together to bring quality back for highway users. According to Bob Templeton, the industry side needs to be involved in order to avoid disagreement between the State and the industry where the standards must be met. Bob feels that the industry is working to retard change in an effort to make more money on the methods that have already been developed and avoiding having to change the way they must do things. NPHQ will host its annual meeting November 16-17, 2004 in Dallas Texas.

**Action:**

1. Douglas Townes and John Taylor to represent TCCC at the NPHQ Annual Meeting

Bud Darby informed the group of the status of the NICET's highway maintenance technician certification, which is pending approval by AASHTO's Subcommittee on Maintenance. According to Bud Darby, the construction materials and testing portion of the course is ready to go out for validation and the concrete session went well. Since the concrete portion was such a success, the asphalt group will meet in December 2004

to further review the materials, but will hold the concrete until they have the aggregates and asphalt to ensure consistent test methods. NICET hopes to have the AASHTO highway construction steering committee group meeting in winter/early spring in '05.

Steve Sawyer of the Oklahoma Department of Transportation questioned the group about reciprocity and whether or not it is being embraced or neglected in other States. Chris Anderson informed him that the Midwest States are working well together in the area of reciprocity and Tom Malerk mentioned that SETTFFC is realizing that the test methods are the same (AASHTO), so the reciprocity is working. According to Tom Malerk, a worker from another State only needs to pass the written exam to ensure certification. This agreement is by discussion, but there is nothing formalized. Steve Sawyer went on to explain that OK DOT is currently working on a case-by-case basis. However, they do not see a savings in cost/time to make it worthwhile to pursue reciprocity. Lee Onstott informed him that New Mexico has allowed technicians with WAQTC credentials from other states to come into the State and take a written test only. New England has experienced great success with reciprocity, but is currently working to get New York to join the group as well. Garth Newman mentioned that reciprocity is a big issue for the Idaho Transportation Department since they have consultants moving between States. Chris Anderson informed the group that IA DOT is even going a step further and is paying for the construction industry to go through the training courses. IA DOT has set aside \$500,000 for this certification training. Bud Darby mentioned that many of the consultants, with whom he works, are beginning to complain about having to fund different certification for the various states.

### **TCCC Initiatives:**

Discussion: Chris Newman briefed the group on the status of the **Measuring Training Effectiveness Course**. Byron Coburn, VDOT, is heading this initiative within the AASHTO Subcommittee on Construction to have it recognized as a TRB research study. The goal is to get this research request in early enough to have it included in this year's research discussion. The goal of this study is to assist training managers by developing measures which correlate the affect of technical training upon the performance of transportation infrastructure and developmental operations. Chris Newman will continue to follow-up on this to make sure that it is submitted to TRB. Chris Anderson stressed the need to get the word out to make sure that the States support this initiative. Linda Mason sent a listing of people on the NCHRP committee to be contacted for support. Tom Malerk suggested that everyone contact his or her own State RAC member to have some influence. Bill Beuter questioned whether the TCCC group is meeting to late in the season to get everything ready for the AASHTO meetings. If the resolution has not gone forward then Chris Newman will contact Lee Onstott for further support. If the resolution has gone forward then Chris Newman will begin lobbying the TRB selection committee members. Martha Monjo will put this resolution forward to the NTTD. Chris Anderson will provide an electronic copy of the resolution to the committee. Committee members should contact their RAC representative.

Chris Anderson briefed the group regarding the success of the **Instructor Development for Technicians Course**. The 2 ½-day course was developed by the TCCC including a portion on laboratory testing. The pilot took place in September 2004 and was very well received. Chris Anderson has received a lot of interest in the course. The written portion is being updated with the comments from the pilot and the video is being made 508 compliant. The course should be ready for delivery with in two weeks. NHI's support for this course demonstrates a shift of focus for NHI, which is a result of the TCCC initiatives. The course has been fast tracked and will not be offered as an NHI course, so it will not have an NHI number. However, it will be housed at NHI and should be requested by name. Chris Anderson will check with Debbie Gwaltney to see if it will be listed on the website. Chris Newman suggested that the TCCC work on marketing this course as NHI would not be pushing this course. One idea is to have a CD of the course made and sent to the NTTD reps for each State.

Linda Hughes briefed the group on the **Bridge Construction Inspection Course** (NHI 130088) being developed by the TCCC. WJE has been selected to develop the course and the technical walk through is scheduled for early December 2004, with the pilot taking place in January 2005. Chris Newman and Larry Jones will be meeting with the PI from WJE to discuss progress thus far. The technical panel is heavily weighted from the western States, but the team will work to make sure that the pilot can be shared by representatives from a cross section of the States. This course is slanted to new construction, so in the future a course in retrofit, etc. will need to be developed. Howe Crockett questioned whether the course is being developed using the latest accepted adult learning approach and raised concerned about the timing of the pilot when the review team has not yet seen a draft of the course content. Linda Hughes said that the professor developing the course is very skilled in bringing all learning styles into the mix. Howe Crockett requested that Jerry Jones contact each of the regions to get a cross-section of pilot participants.

Howe Crockett informed the group that the **QA Technologist Course** (NHI 134050) has been reviewed by a peer group and final changes to the course are being made. Chris Newman will follow-up with Greg Doyle and John Taylor to make sure that NHI has approved the course and is ready for deployment.

Chris Newman briefed the group on the status of the **VDOT Basic Surveying for Inspectors Course**. At present, this course is awaiting funding to have the course developed by NHI to make it a bit more generic for distribution. However after further discussion the group decided that if making the course generic is going to slow it down then the course should be distributed as is with a narrative informing the recipient that it would need to be made State specific. Chris Newman volunteered to work with Bill Beuter, VDOT, to update the course as needed.

Howe Crockett informed the group that updates on courses not listed above will be included with the final minutes of the meeting.

### **Actions:**

1. Chris Newman to follow up with Byron Coburn to ensure that the request has been sent to the NCHRP. **Due by:** November 30, 2004
2. Chris Anderson to send electronic copies of the research request to the team members. **Due by:** November 15, 2004
3. Martha Monjo to present the research request to the NTTD for further support within the States. **Due by:** November 30, 2004
4. Chris Anderson to contact Debbie Gwaltney, NHI to see if the Instructor Development would be listed on NHI's website. **Due by:** November 30, 2004
5. Chris Newman to follow-up with Greg Doyle and John Taylor to make sure that NHI has approved the course and is ready for deployment. **Due by:** December 15, 2004
6. Chris Newman and Bill Beuter to update the VDOT Surveying Course to make it more generic for distribution. **Due by:** November 15, 2004
7. Chris Newman to obtain money, develop scope of work and draft RFP for Maintenance Academy. **Due by:** January 31, 2005
8. Chris Newman and Susan Oshorn (NHI) to develop a statement of work to develop the California DOT (Caltrans) Maintenance Technical Advisory Guide (MTAG) into a web-based training course. **Due by:** January 31, 2005
9. Chris Newman and Jerry Jones to schedule a pilot for the Bridge Construction Inspection Course (NHI Course 130088) and identify panel representatives from other regions. **Due by:** January 31, 2005
10. TCCC members to speak with their DOT RAC members regarding the Measuring Training Effectiveness Course.

### **Status & AASHTO Liaison:**

Chris Newman updated the group as to the status of the selection of an AASHTO representative as a CEO. Robert Ortiz, NM DOT, has been nominated to be the TCCC CEO. Lee Onstott spoke with Robert and he mentioned that time constraints may be an issue for Robert's participation. However, no decision has been made one way or the other. Jim Sorenson, FHWA, will continue to follow up with Robert Ortiz.

### **Actions:**

1. Jim Sorenson to follow-up with Robert Ortiz, NM DOT regarding his participation in the TCCC. **Due by:** December 1, 2004

### **Funding Update:**

Discussion: Laura Lawndy briefed the group on the funding status of the TCCC group. Laura Lawndy further informed the group about the situation with the FHWA Office of Finance, which is currently slowing the use of the pooled funds contributed to date. Lee Onstott mentioned that the figure for New Mexico appeared to be \$25,000.00 less than his records. Laura Lawndy agreed to follow up with Lee Onstott and the FHWA New Mexico Division Office after the meeting to obtain records.

### **Actions:**

1. Laura Lawndy to follow up with Lee Onstott and FHWA NM Division Office regarding NM contributions to the pooled fund. **Due by:** November 15, 2004
2. Marketing team to promote the TCCC pooled fund in order to secure course development funding. **Due by:** January 31, 2005

### **TCCC Website/Database Status:**

Discussion: Laura Lawndy briefed the group on the status of the TCCC website. The group then discussed how best to populate the database of training courses. Cathy Betts mentioned that the States with whom she is speaking are reluctant to populate the database. Tom Malerk suggested writing an algorithm for importing excel spreadsheets into the database. His suggestion is that the technical rep from SETTFFQ work with an FHWA representative to populate the database. The other idea is for Laura Lawndy to update the database on a State-by-State basis. Linda Hughes suggested that the issue might be the marketing of the TCCC and that perhaps States will be more likely to assist in populating the database if they knew how it would benefit them. Chris Newman informed the group of his vision for an interactive website that will provide course information when any given subject is selected. In order for this to be effective it will require more course information. The group decided to attempt Tom Malerk's idea of importing excel spreadsheets before having Laura Lawndy populate the database.

Lee Onstott requested that the database be searchable by more than one factor. For example, course topic and length of course. Laura Lawndy to speak with web designer to see if this is possible.

Howe Crockett also pointed out that the website still does not include instructions on how to add a course to the database. Laura Lawndy will speak with the web designer to see why these instructions have not yet been added.

### **Actions:**

1. Laura Lawndy to speak with web designer to see about searching the course database by more than one factor. **Due by:** November 30, 2004
2. Laura Lawndy to work with Tom Malerk and the FHWA web designer to see if the TCCC course database can be merged with other databases to facilitate data input. **Due by:** November 30, 2004
3. Laura Lawndy to speak with web designer to see why instructions for adding courses to the TCCC database have not been posted on the web. **Due by:** November 30, 2004

### **Curriculum Matrices Status:**

Discussion: Chris Newman presented the team with the most recent version of the matrices narrative for review and input. Leo Stevens was not satisfied with the current version of the narrative. He felt that the materials matrix had a couple of issues with the HMA and PCC, which would result in the need for Appendix B to be updated. The

group felt that the opening text is well written, but they have a couple of minor suggested changes, which will be sent to Marlene Patterson of ADNET. It was also pointed out that Greg Doyle has provided many updates to the QA portion of the narrative that need to be provided to Marlene Patterson for incorporation.

Laura Lawndy suggested that a team be developed to work with Marlene Patterson to make sure that each of the matrices are accurately represented. The group decided that the team leaders for each of the matrices will work with Marlene Patterson on the editing of the narrative. Howe Crockett requested everyone send his or her comments to the leader for his or her matrix for incorporation. The leaders will then have a conference call with Marlene to update the narrative.

Bob Peda raised the issue of including information about third party certification (i.e. NICET) in the narrative or business plan. After extensive discussion the group decided that it is important that the TCCC not promote any vendor.

Howe Crockett led the discussion on the status of the various matrices. In the area of construction Howe Crockett would like to have a section for pile driving added to the construction matrix prior to its going out. Peter Osborn and Allan Samuels will be the key contacts for this activity. It was determined that the construction team needs to teleconference with Marlene Patterson again to add the piling driving section and to assure the matrix/narrative are correct. Further, the construction matrix should cross-reference the common areas of interest with the materials matrix.

According to Bob Peda the maintenance matrix is completed, but after further discussion it was determined that two safety topics had been removed that should not have been. Discussion ensued about whether to put the information in both safety and maintenance. The group felt that the subject areas need to be in the maintenance matrix to make it a more complete, useful document for the maintenance community. It was further decided that Bob Peda would work with Marlene Patterson and Ben Gribbon to correct this situation.

Ben Gribbon briefed the group on the Safety Matrix. According to Ben Gribbon, it is ready for review by other State DOTs and other subject matter experts. The safety team is very comfortable with the matrix and is ready for it to be incorporated. Ben is looking for advice on how to get other's input. Bob Peda mentioned that with the maintenance group the matrix was provided to approximately 10 people at a meeting for review. Chris Anderson mentioned that the employee development has been in good stead. Howe Crockett queried about the materials and construction matrices and whether they need to be reviewed by other outside organizations. After discussing the options, it was decided that the matrices would go out as a "finished" product and there will not be reviews by the various AASHTO committees for comment, but that the matrices would be presented at the various AASHTO meetings. Bob Peda would like to put the maintenance matrix to the AASHTO Subcommittee on Maintenance. Tom Malerk suggested that he would like to submit the matrix to his regional group and then put it on the agenda for the next AASHTO meeting in August 2005.



Chris Newman suggested that the team evaluate the narrative for clear descriptions of how the matrices interact with each other. The team decided that there should be an explicit cross reference for safety and employment in the narrative and on each of the matrices. Tom Malerk questioned how it would be presented on the matrix. Ben Gribbon suggested that it could be a footer, another box, or an opening paragraph. Laura Lawndy will schedule a conference call between Marlene Patterson, Ben Gribbon, and Bob Peda to address the issue of the two subject areas that have been removed from the maintenance matrix and placed in the safety matrix. The conference call should also include Leo Stevens and Allan Samuels.

Bill Beuter questioned if the verbs used to describe each competency will be understood by the State or if they should be defined for the State. The consensus is that the State should determine the definition of the verbs. If questions are raised then the group can develop a glossary.

With regard to the area of safety, Howe Crockett raised the question about the definition for a level 1 employee. Howe suggested that Ben Gribbon consider adding a footer to the effect that a level 1 employee must at least receive a safety indoctrination, etc. before being allowed on a construction site.

Tom Malerk raised the question about how the courses associated with each matrix should be handled or distributed. Tom Malerk felt that the information was too much and not enough. He did not feel that the courses were a good representation of what is available. He saw that providing the list of courses in a manner of endorsing the various courses. The group discussed how best to handle this issue and came to a consensus that the courses should be separated and provided as a supplemental guide as well as providing the TCCC website for making courses available to the public. Chris Newman suggested that the matrices, courses, etc. be available on line and be linked to the courses for any given topic. The product will be distributed by CD and hardcopy. Bud Darby, NICET, suggested a section list of the national and regional certification/training groups. Chris Newman suggested that such statement be included at the end of the narrative.

It was decided that the "training course" matrix will be presented as an appendix to the core matrices on the CD with a designation that its further development and completion is a future activity.

Douglas Townes suggested that the TCCC provide a link on the website, which could provide a listing all of the vendors for courses. Each vendor could upload information, as they would like. Chris Newman suggested that it is the responsibility of the vendor to use the TCCC website to determine the State contact and then contact the State directly to find out what courses are scheduled, what training is needed, etc. At that point an individual State could provide the information to another State. **The team further decided that the course population would only include courses developed by national groups such as NHI, ACPA, etc.**

### **Actions:**

1. Laura Lawndy to schedule a conference call between Marlene Patterson, Ben Gribbon and Bob Peda to address the issue of the two subject areas that have been removed from the maintenance matrix and placed in the safety matrix. The conference call should also include Leo Stevens and Allan Samuels.  
**Due by:** November 30, 2004
2. Chris Newman and Marlene Patterson to develop a roll out plan for the matrices and finalize the narrative.  
**Due by:** January 5, 2005
3. Laura Lawndy to work with web designer to link "training courses" matrix to NHI/TCCC databases.  
**Due by:** December 2005
4. Laura Lawndy to forward comments from Greg Doyle on the QA portion of the narrative to Marlene Patterson.  
**Due by:** November 30, 2005
5. Allan Samuels, Peter Osborn, and Marlene Patterson to develop a pile driving section to the construction matrix.  
**Due by:** December 31, 2004
6. Team leaders to teleconference with Marlene Patterson to review and finalize the narrative.  
**Due by:** December 31, 2004

### **TCCC Marketing Initiatives:**

Discussion: Douglas Townes, FHWA – NRC, along with Judith Johnson and Gary Straussburg presented the work that has been conducted to date on the marketing efforts for TCCC. Douglas and the marketing team from the FHWA Resource Center in Atlanta have developed a couple of brochures and power point presentations about the TCCC. Douglas questioned the group as to what marketing plan they would like to have and who the target audience would be.

Judith questioned the group about what areas should be marketed within the TCCC and assisted the group in focusing on the message that the team would like to convey through the marketing efforts. Howe Crockett suggested that the Pooled Fund needs to be a priority area of marketing in order to obtain the funding that is needed to make the program successful. Leo Stevens suggested that the target audience is the State CEOs, the State construction and materials training groups, the TRB Research Advisory Committee representative for each State, the FHWA Division Offices, and finally the private industry (i.e. consulting firms, research institutes, etc.). According to Chris Newman, it is important to demonstrate to the FHWA division offices and other audiences that by participating in the TCCC and training that they are going to decrease their costs by having a better-educated workforce therefore it is a good stewardship of federal monies. Ben Gribbon suggested that we focus on the T2 coordinators and construction engineers. Laura Lawndy will compile a list of T2 coordinators and construction engineers in each of the FHWA division offices.

The other issues that the TCCC needs to market itself as well as the products created by TCCC such as training courses (i.e. the Instructor Development for Technicians Course, the Survey Course, the Bridge Courses, etc.), the matrices, etc. Bob Templeton suggested that the team needs to work to convince the State that they need the TCCC before the product is marketed. Judith Johnson concurred that the team

needs to answer the broader question of why TCCC exists and proposed that training is a product of the TCCC.

Judith Johnson questioned the group about the timeline for marketing the various aspects of the TCCC (i.e. training courses, matrix deployment, pooled fund, etc.). The team agreed to deploy the matrices by the TRB meeting and to make presentations at some of the committee groups. Judith Johnson suggested that the team start branding the organization with the deployment of the matrices. Laura Lawndy suggested the development of fact sheets on TCCC general information, the matrices, etc. to be put in a folder along with a CD of the matrices. The team agreed that this would be a good idea.

The group agreed to create a marketing subcommittee to meet with Judith Johnson to create a logo/marketing plan. The group will work to have literature, power point, etc. ready prior to TRB as well as an exhibit stand. Chris Newman agreed that FHWA, Office of Asset Management would cover the cost of creating a table top and full size exhibition stand. The marketing group includes Douglas Townes, Martha Monjo, Bud Darby, Bob Templeton and Laura Lawndy. It was further decided that all marketing efforts should be ready for deployment at the 2005 TRB Annual Meeting.

Douglas Townes reviewed the power point presentations with the group and accepted comments/suggestions for updating the slides. He has created 2 different versions one to be used with a single person audience and the other to be used for a more broad audience. Douglas Townes also reviewed the two brochures that had been developed for dissemination. The group decided that the brochures should not announce that CFR 637 is the primary reason for the TCCC being in existence as this is not correct and should be downplayed. The reduction in duplication of efforts and the maximization of resources should be highlighted as the prominent reason for the TCCC formation.

**Actions:**

1. Laura to compile a list of T2 coordinators and construction engineers in each of the FHWA division offices. **Due by:** November 30, 2004
2. Marketing subcommittee to create marketing plan and materials for distribution at 2005 TRB Annual Meeting. **Due by:** January 1, 2004

**Business Plan:**

Discussion: Douglas Townes led the group through the initial efforts in creating a business plan for the TCCC. Douglas began by reviewing the Statement of Purpose and the group provided input on how to write this section. Douglas suggested that a subcommittee be created to review the business plan. The subcommittee will consist of Tom Malerk, Bill Beuter, Bob Peda, Chris Newman, Bob Templeton, Lee Onstott, Laura Lawndy, and Douglas Townes. Howe Crockett should be kept in the loop on all drafts and developments. The AASHTO CEO will lead this group once he or she has been appointed.

Ben Gribbon suggested that under the section entitled "competition" other organizations be identified that might be vying for funds or personnel. Douglas suggested that the industry be made aware that TCCC is not in competition with them, but rather to develop courses where there are no courses currently available either publicly or privately.

Howe Crockett queried about whether the business plan would outline how the meetings would be conducted. Douglas recommended that that be addressed in the by-laws of the group.

The subcommittee will meet to update/change the current business plan and have a final version for review at the next meeting. This group is also commissioned to create by-laws for the TCCC. Howe Crockett offered to provide the WAQTC by-laws for Douglas to use as a guide.

**Actions:**

1. Business Plan Subcommittee to create a timeline with interim milestones/review dates, etc. **Due by:** January 31, 2005
2. Business Plan Subcommittee to create a viable business plan for distribution. **Due by:** June 2005

**The next TCCC meeting will be held June 14-15, 2005 in Philadelphia, PA.**

**Actions:**

1. Laura Lawndy to locate hotel and make arrangements for meeting. **Due by:** June 2005