

TCCC 2006 Winter Meeting Minutes

December 5-6, 2006
Salt Lake City, UT

Attendees:

Chris Newman – FHWA (Office of Asset Management); **Sung Moon** – Caltrans; **Tom Smith** – FHWA (WV Division Office); **Allan Samuels** - AZ DOT/AASHTO Subcommittee on Construction; **John O’Doherty** – NCPP; **Ken Cox** – FL DOT (SETFTTQ); **Scott Hamrick** – WV DOT/MARTCP; **Ted Stilgenbauer** – Fairmont State University; **Karl Burgher** – Missouri Rolla; **Jim Feda** – SC DOT/AASHTO Subcommittee on Maintenance; **Marty Ross** – FHWA (NHI); **Debbie Gwaltney** – FHWA (NHI); **Will Stalcup** – MO DOT/MTRAC; **George White** – University of Washington; **Frances Griffith** – University of Arkansas; **Dennis Rice** – GA DOT; **Bob Templeton** – NPHQ; **Douglas Townes** – FHWA (Atlanta Resource Center); **Mike Vandell** – RedVector (Consultant); **Jeff Saddler** – UT DOT/WAQTC; **Leo Stevens** – NETTCP; **Howe Crockett** – FHWA (WFLHD); **Doyt Bolling** – UT LTAP; **Judith Johnson** – FHWA (Atlanta Resource Center); **Ben Gribbon** – FHWA (Office of Safety)/AASHTO Subcommittee on Safety; **Linda Hughes** – WSDOT/WAQTC; **Chris Anderson** – IADOT/MTRAC; **Laura Lawndy** – FHWA (Office of Asset Management)

Guests:

Tim Biel – UT DOT; **Andrew Aurbach** – Worth Associates, Inc./ASAA Multimedia

Agenda

Welcoming Remarks and Introductions

Howe Crockett, WFLHD

Discussion: Howe Crockett, WFLHD, welcomed everyone to the 2006 Winter Meeting. Howe Crockett introduced the new members of the TCCC and walked the group through the agenda and the desired outcomes for this meeting.

Current Contact Listing is Attached

Conclusions:

Action items:

Person responsible:

Deadline:

Information Sharing

Council Members

Discussion: Leo Stevens – NETTCP (6 New England States DOT, University, Testing Labs, University) just finished recertification for soils testing and laboratory certification services.

Chris Anderson (IA DOT) – MTRAC met in Sept. in KC and had an excellent meeting. Douglas Townes presented on CFR and construction/TCCC – the meeting had a lot of discussion time. The Dakotas were represented and are becoming active. Chris Anderson has minutes from the meeting if anyone is interested. All of the MTRAC materials have been updated and are available on the internet.

Linda Hughes (WSDOT) – WAQTC is starting to develop training for inspector qualifications. They are also looking into online training – Alaska is undertaking this task.

John O'Doherty (NCPPI) briefed the group on Pavement Preservation. The National Center for Pavement Preservation (NCPPI) has completed Pavement Preservation appraisals for 20 State Highway Agencies and have developed a web accessible database of the appraisal results, which will eventually be made available to participating Highway Agencies for comparison of their State's programs to nationally and regionally based trends. The NCPPI has received an FHWA contract to complete the review process for up to 30 additional State Highway Agencies. Additionally, the NCPPI has been chosen by the American Association of State Highway and Transportation Officials (AASHTO) to develop and host its "Transportation System Preservation Technical Services Program (TSP²)" program. The TSP² program features a preservation "help desk", which is designed to provide a ready response to preservation inquiries from State Highway Agencies through telephone, e-mail, and fax. A website (<http://www.tsp2.org>) has also been established so that members may post or respond to transportation preservation-related questions, access an extensive online technical library, participate in e-mail based mailing lists, or utilize interactive preservation treatment screening and selection tools. The NCPPI is also working with the FHWA Federal Lands Highway Division to produce a definitive guide on polymer modifier best-practices, and to recommend a practical and representative set of performance specifications to ensure polymerized emulsion quality. They have also been selected by AASHTO to assist in the evaluation of crack sealants for hot-mix

Ken Cox (FL DOT) briefed the TCCC on the SETTFQ group, which has been a bit inactive to date, but has a meeting planned for March 2007. The SE Asphalt User/Producer group met and has started discussing the idea of reciprocity. They are looking at SE asphalt mix testing and possibly developing a program that can be used by everyone. Ken Cox will be presenting the TCCC program to the SETTFQ. Ken Cox also briefed the group on the SASHTO Quality Conference that will take place on March 6, 2007 in Louisville, KY.

Scott Hamrick (WVDOH) is assisting Woody Hood in working with the MARTCP. Scott is currently coming up to speed with the activities of the MARTCP, so he did not have a lot of new information to report. He did mention, however, that WVDOH is going to use the MARTCP for its certification methods for technicians. WVDOH also uses Fairmont State University for certification and is developing an Associates Degree for technicians through Fairmont – possibly online training.

Jim Feda (SCDOT) spoke to the group about the AASHTO Subcommittee On Maintenance (SCOM) meeting that was held in Charleston, SC in July 2006. The task forces were given the opportunity to hear from the focus groups, which had various ideas for new training. Jim Feda feels that the message of the TCCC is not being delivered effectively to the SCOM as the focus groups kept asking for training courses and weren't aware of the TCCC. Jim Feda will be making a presentation regarding the TCCC at the TRB meeting in January 2007. He also made a presentation at the AASHTO Human Resources Subcommittee Meeting last year. Only approximately 1/3 of the group knew of TCCC. Jim Feda thought that maybe with the new website the exposure would be better, but felt that the TCCC still needs a stronger method of delivery. Jim Feda also mentioned that he has electronic files for the SC resident academy that they are currently developing.

Frances Griffith (University of Arkansas) informed the TCCC that she handles the materials training for the University of Arkansas, which is currently looking at reciprocity to support the three States that border Arkansas. She is concerned about retraining employees who already know what they are doing and would like to save the States money on the development of employees.

Sung Moon (Caltrans) briefed the group on the Caltrans RE Certification Program – required courses (Caltrans Construction). Caltrans will be starting a construction resident engineer's academy in March 2007. Sung Moon outlined all of the courses that will be used with this program. Caltrans currently has a 1-week RE academy, but this new academy will replace the existing one and will offer some courses in conjunction with the industry. The new academy will include 16 courses and will take approximately 3 years to complete.

Ben Gribbon (FHWA – Office of Safety) briefed the group on the Highway Safety Training Database, which is almost completed and should be active by the end of January 2007.

Tom Smith (FHWA – WV Division Office) spoke to the group and encouraged the TCCC not to feel discouraged if the message isn't heard right away by FHWA DAs as they see a lot of material come across their desks.

Chris Newman (FHWA – Office of Asset Management) informed the group about the Pavement Preservation (PP) and Bridge Preservation (BP) roadmaps. Chris Newman hopes that there will be numerous training needs that will come out of these roadmaps. The PP roadmap focus group will take place in February '07 and the BP roadmap focus group will be in May 07. Chris Newman also spoke to the group regarding the Pavement Preservation Appraisals. In the review process Chris Newman repeatedly heard that one of the key State needs is training, especially technician training.

Jeff Saddler briefed the group on UDOT's effort to combine construction and maintenance forces – UDOT has reclassified construction/maintenance technicians to transportation technicians and is now in the process of rearranging the central office. The transportation education program was greatly effected by these changes particularly the academy – which is a hands on training for new employees. Jeff Saddler further mentioned that UDOT's basic courses are being delivered by the Salt Lake Community College through three delivery methods: live, EdNet (video taped training) which is delivered in a specific region at a high school, library, etc and online. Jeff Saddler said that the challenge the UDOT is facing with the EdNet is that if a priority comes up at a remote location the employees are bumped from the facility and do not have access to the course. However, UDOT is now using streaming video for training, which allows the employee to complete the course on his or her own schedule. UDOT is converting all of the level 1 courses into online courses, through Breeze, and employees have a timeframe in which they can complete the course. UDOT is currently converting is level 2, 3 and 4 courses to make them online courses as well. With the combining of the construction and maintenance divisions employees can be assigned to either duty. The supervisor will evaluate the issues to be addressed and will assign employees as needed. Chris Anderson (IA DOT) mentioned that IA DOT combined their forces approximately 5 years ago and has found that training was the biggest issue.

Tim Biel– Materials Engineer – from UDOT spoke to the group and mentioned that their biggest concern for training courses is in the area of binders (Liquid Binders/Superpave). Tim Biel further mentioned that they are moving their inspector courses to online training. Leo Stevens (NETTCP) mentioned that the Asphalt Institute may have a binder course available at the beginning of January.

Conclusions:

Action items:	Person responsible:	Deadline:

International Symposium Briefing

**Ken Cox - FL DOT;
Ben Gribbon - FHWA;
Doyt Bolling - UT LTAP**

Discussion: Ken Cox (FL DOT) briefed the group on the International Symposium that took place in August 2006 in Florida. There were 20 countries represented at this symposium along with representatives from the NTTD and national LTAP. Pete Rahn (MO DOT) made a presentation on the TCCC at this meeting along with Ken Cox, Doyt Bolling, and Ben Gribbon. The highlight of the symposium was the meeting with the NTTD and the NLTAP where Doyt Bolling and Ben Gribbon presented the TCCC database and gained their support for the database. Ken Cox also mentioned that the Minister for Housing in Iraq was in attendance and as a result a LTAP center has been opened in Iraq.

Ben Gribbon (FHWA – Office of Safety) concurred with Ken Cox's description of the meeting and further added that he made a presentation on the TCCC competencies/database 4 times during this Symposium. The NTTD/LTAP offered to do what they could to assist the TCCC in populating the database.

Doyt Bolling (UT LTAP) mentioned that the LTAP passed a motion during their business meeting to be an active participant of the TCCC. According to Doyt Bolling the LTAP had a program similar to the TCCC, which they decided to redirect in support of the TCCC. Doyt Bolling suggested that the TCCC ask the FHWA division administrators to assist in redirecting the LTAPs in the various States. Jim Fedas questioned how the TCCC would get the LTAP courses included in the database. According to Ben Gribbon, the broader picture of getting a list of courses is something that is being worked out with the understanding that we are not volunteering an organization to do the work. Doyt Bolling suggested that Jim Fedas lean on his LTAP center to upload the information as part of their contract. Jim Fedas suggested that we find opportunities to collaborate at each other's meetings.

Conclusions:

Action items:	Person responsible:	Deadline:
Request additional support from FHWA Division Administrators in soliciting the assistance of the LTAPs in populating the database	Tom Smith/Dan Mathis	June 2007

Business Plan Update

**Chris Newman - FHWA;
Laura Lawndy**

Discussion: **Course Development Update:** Chris Newman (FHWA – Office of Asset Management) briefly updated the group on the current status of courses under development. The Office of Asset Management had a larger sum of money last year than expected and is developing a few new courses including one on pavement preservation and a follow-on to the bridge construction inspection course, which has been split into two separate courses: one dealing with structural evaluation/rehabilitation design and another aimed at bridge rehabilitation inspectors. Also included in the effort will be the development of a bridge rehabilitation manual. Chris informed the group that the contract for the bridge rehabilitation inspection course has hit a couple of roadblocks and may be recompeted.

A scope of work has been written for an environmental concern in construction course. An RFP for this course should be on the street in January and the technical panel is currently being formed.

Ben Gribbon and Chris Newman have been working with Penn State on a Work Zone Safety Course. The technical panel conducted a walk through approximately 6 months ago and it is currently on track for a pilot in the spring.

The Maintenance Academy is being developed using the Maintenance Curriculum Matrix to determine what courses should be included in this academy. Several State representatives have reviewed the competencies and have begun making a list of key areas that should be addressed. In the process of reviewing the competencies a 4 week course has grown to an 8 week course. The technical panel will be prioritizing the material to make it more manageable. The technical panel will be providing direction to the contractor in order to develop a scope of work. Scott Hamrick mentioned that WVDOH is currently developing such a program. The Chief Maintenance Engineer is supporting the development of maintenance training based off of the TCCC matrices as well. Chris Newman will meet with Scott Hamrick to coordinate development.

The Bridge Coatings course has not moved forward as an NHI course as there are a number of unresolved issues between the contracting office and technical panel, but is being offered by the Society for Protective Coatings (SSPC).

Please see the attached course update report for further details on all training.

Funding Status and Update: Laura Lawndy (FHWA – Office of Asset Management) shared the current pooled fund figures with the group and informed them that this is the last year for new funding. The current pooled fund solicitation will expire at the end of the '07 fiscal year – September 30, 2007. The Resource Advancement Subcommittee and Executive Council will soon need to determine how to move forward. Chris Newman would like to have several success stories before we solicit for new monies.

Jim Feda (SC DOT) suggested developing a timeline for developing courses so that we have a formal means of creating courses. Leo Stevens (NETTCP) questioned whether the Geotech courses are still on the radar. Chris Newman (FHWA – Office of Asset Management) confirmed that they are on the list and requested that Douglas Townes (FHWA – Atlanta Resource Center) get an update on them along with a scope of work for the courses.

Chris Anderson (IA DOT) raised the issue of not waiting to request pooled funds because she may not have the money available after a year break. For her, it is easier to continue a pooled fund than trying for new monies. Chris Newman (FHWA – Office of Asset Management) suggested that if by March 2007 we have scopes of work written and contracted then we can request additional funds because we will be able to show output for the TCCC. Chris Newman (FHWA – Office of Asset Management) outlined the information needed for a scope of work to quickly get it moving.

Ken Cox (FL DOT) mentioned that the TCCC needs to work at being timelier in the development/delivery of the courses that we develop. Debbie Gwaltney (NHI) suggested that perhaps one thing that the TCCC needs to do is better educate the State representatives on the TCCC so that they are more open to accepting what the TCCC can do to make their lives easier.

Conclusions:

Action items:	Person responsible:	Deadline:
Contact Peter Osborne to get an update on the Geotech courses	Douglas Townes	12/31/06

Contact Larry O'Donnell to see what the technical panel needs to move the Bridge Coatings Course forward.	Chris Newman	1/1/07
Meet with Scott Hamrick (WVDOT) to discuss WV's development of maintenance training based on the TCCC matrices	Chris Newman	03/15/07
Market the advantages of the TCCC to regional States to show value	Regional Coordinators	06/01/07
Finalize contract for development of Bridge Rehabilitation Inspectors Course	Marty Ross	01/31/07
Issue RFP for Environmental Factors in Construction	Chris Newman	01/30/07

Sandbox Project/Joint E-Learning Effort

Debbie Gwaltney – NHI

Discussion: Debbie Gwaltney (NHI) briefed the group on the outcome of the second sandbox, which was a pilot opportunity for the States to use the FHWA Adobe Breeze software in developing an online training course. Debbie Gwaltney (NHI) reviewed the difference between asynchronous /synchronous training. Asynchronous is when a trainee can work at his or her own pace on his or her own schedule. Synchronous is a live meeting in which everyone meets at the same time, which can be done online using Breeze. FHWA explored the different software available to find the one that best meets FHWA's needs. As a result FHWA has purchased several licenses, which they have made available to the States as a pilot to allow the State to develop online training. Ken Cox (FL DOT) participated in the first Sandbox and is very interested in purchasing Breeze for FLDOT, but is getting resistance from his State. Linda Hughes (WSDOT) mentioned that in her State there has been some concern expressed by the trainers that this may take away their jobs. Chris Anderson (IA DOT) mentioned that IADOT has purchased a one year contract for the Breeze software and has several courses ready to launch.

Debbie Gwaltney (NHI) presented the estimated cost for 5 States to use Breeze through FHWA to determine if this is an expense with which the TCCC would like to assist the States. Debbie Gwaltney (NHI) mentioned that if the States are interested in purchasing Breeze then they must also have Adobe Event or the software will not work. This is software with an annual fee of approximately \$4,000. FHWA has purchased a gold support package that has a support person to whom the State would have access. Debbie Gwaltney (NHI) outlined the items to which the States would have access through FHWA (3 presenter licenses/60 training seats/etc.) and provided a cost comparison for use through FHWA vs. purchasing individual licenses. Chris Anderson (IA DOT) questioned whether FHWA would limit the bandwidth. Debbie Gwaltney (NHI) said that there would be no limits. Debbie Gwaltney (NHI) mentioned that availability is based on a first come/first serve basis – Thursday at 1:00 p.m. seems to be the most popular time when 85% of the seats are used. The cost for 5 States to use Breeze will be approximately \$92,000 annually; however, for a State to purchase the software would be approximately \$85,000 annually. Marty Ross (NHI) briefed the group on a blended approach for using asynchronous and synchronous training with which they have had great success. Chris Anderson (IA DOT) mentioned that IA DOT's maintenance, construction, materials, and motor vehicle departments went together to purchase this software.

Chris Anderson (IA DOT) asked if only 2 States participated would we pay only 2/5 of the cost or the full amount. Debbie Gwaltney (NHI) said that it was a minimal price that would be needed to expand capacity so the price would remain the same.

Further discussion with NHI yielded a potential approach which will provide an equitable use of the TCCC funds in support of the future of the Sandbox program. NHI can provide the same sort of service to the States as a fee-based educational approach – basically, teaching them to use the tool and providing a temporary license, not funding a license. Pooled funds can be used to provide up-front payment to NHI to pay its contract support for the program. NHI, in turn, would track the funds received from States for these services, and “repay” TCCC by funding a comparable amount of course development.

Also, the sandbox approach could be a very valuable service available to FHWA division office personnel seeking to develop a short turnaround training tool for their states. Chris Newman (FHWA) will make field office personnel aware of this option at the National Field Conference, and give Debbie Gwaltney's (NHI) name as a contact.

Conclusions:

Action items:

Determine strategy for continued TCCC support of the Sandbox project

Person responsible:

Executive Council

Deadline:

1/30/07

Pavement Preservation Qualification Program

Chris Newman – FHWA

Discussion: Chris Newman (FHWA – Office of Asset Management) spoke to the TCCC regarding pavement preservation (PP) qualifications. Through the PP reviews the FHWA is hearing that there is a great need for qualification programs within the States. Frequently there aren't a lot of contractors within the States, so the highway agencies can't do the necessary pavement preservation work. FHWA is working with the States and industry associations to develop a qualification program. There was a meeting during the AASHTO Subcommittee on Maintenance meeting with the FHWA, State representatives, TCCC members, and industry groups to address this need. There are two issues that need to be dealt with – training for the State employees/contractors and the certification of contractors. The industry would like to qualify contractors themselves, so the task force is looking into models that might be adapted for the PP certification program. Michigan has a program currently in place that may be a good example for the development. One concern that was raised was that the playing field be level.

The implementation of this program would mean that the maintenance matrix would need to be broadened to include surface treatments.

The Midwest Pavement Preservation Partnership (MWPPP) met and several States were very interested and could potentially be used as pilots for this program, which will not include hot mix asphalt or thin overlays, but will include chip seals, crack seals, etc. The matrices for these areas would be run on 3 levels with focus on levels 2 and 3. The task force is working to develop these matrices for the TCCC. Chris Newman hopes that the matrices will be pulled together within the next couple of months. Mike Vandall (RedVector) questioned which industry groups are participating in this group. Chris Newman (FHWA – Office of Asset Management) mentioned that they are working with ISSA/AEMA/ARRA. The question of who will be in charge of the certification is still being addressed as to whether each State would be left to certify or it would be done on an industry level.

Conclusions:

Action items:	Person responsible:	Deadline:
Develop additional subject areas for the Maintenance competencies matrix, dealing with expertise in thin surface treatment areas	Chris Newman, Jim Feda, Doyt Bolling, industry partners	03/01/07
Evaluate existing training against the competencies matrices	Chris Newman, Jim Feda, Doyt Bolling, industry partners	05/01/07
Prepare scopes of work for training where gaps exist in competencies matrices	Chris Newman, Jim Feda, Doyt Bolling, industry partners	06/15/07

AASHTO Subcommittee on Materials Report

Ken Cox - FL DOT

Discussion: Ken Cox (FL DOT) briefed the group on the AASHTO Subcommittee on Materials activities on behalf of Tom Malerk. Tom Malerk made a presentation on the TCCC at the materials meeting and received a lot of interest in the TCCC database. Ken Cox did not have any feed back on course development needs.

Conclusions:

Action items:	Person responsible:	Deadline:
Enlist Subcommittee on Materials support for database population and course development needs.	Tom Malerk	06/11/07

NPHQ Activities

Bob Templeton – NPHQ

Discussion: Bob Templeton (National Partnership for Highway Quality) spoke to the group and brought the TCCC up to date on the NPHQ's activities. November 10th was the 15th anniversary of NPHQ, which is comprised of 12 members including industry, States, FHWA, etc. The primary interest of NPHQ is still in working with the States to develop quality partnerships between the States and the industry. These State partnerships are a smaller version of the NPHQ. The call for the National Achievement Awards is out and can be found at www.nphq.org. Bob Templeton (NPHQ) further outlined that one of the main thrusts of the NPHQ is quality employee development to reduce the mistakes that are made due to inexperience and lack of training.

NPHQ has been working with NHI to develop course 134060 "Partnering: A Key Tool for Improving Project Delivery in the Field", which should be finalized within the next few months.

NPHQ had their annual conference in Nov. 2006 in New Orleans and had 82 participants. The next meeting will be November 2007 in Mission Bay, CA.

NPHQ is looking for new members to participate and would like to see the TCCC join. The cost would be approximately \$5,000 per year.

Bob Templeton mentioned that the NPHQ would like to suggest the development of a training course to orient the public and private highway work force toward a quality attitude. The training course would include topics such as:

- Highway Program History
- AASHTO, FHWA, NPHQ, Industry
- The Interests and Roles of the Stakeholders
- Highway Contracts
 - Competitive Bidding
 - Roles of SHAs, Project Engineers, and Inspectors
 - Role of Contractors
 - On Project Relationships, etc.
 - QC/QA
 - Final Acceptance

Howe Crockett (WFLHD) questioned whether Bob Templeton (NPHQ) had recommendations for a technical panel to bring this course together. Bob Templeton (NPHQ) said that he did not have anyone lined up at the moment, but he would be willing to put together a panel. Doyt Bolling (UT LTAP) and Linda Hughes (WSDOT) will look at this for development.

Howe Crockett (WFLHD) asked whether Bob Templeton (NPHQ) had any recommendations on how the TCCC and NPHQ could further partner together. Bob Templeton (NPHQ) thought that perhaps the two groups could work together to educate the top decision makers on the benefits of working together and sharing expenses for training development/IT development/etc.

Conclusions:

Action items:

Review course development request and make a recommendation to the Executive Council

Person responsible:

Course Development
Committee/Core Curriculum
Committee

Deadline:

12/7/06

Consider becoming a member of the NPHQ (\$5,000 per year)

Executive Committee
Office of Asset
Management

06/01/07

Discussion: George White (University of Washington) made a presentation on the Pavement Tools Consortium and Pavement Interactive, which is a tool that could be used for training. The Pavement Tools Consortium is a public partnership that is working to develop and apply computer-based, pavement-oriented tools. The major focus of the partnership is the enhancement of pavement-related training and construction. The membership includes DOTs from California, Florida, Idaho, Illinois, Kansas, Maryland, Minnesota, Texas, Washington and the FHWA. Pavement Tools Included in the online resource known as Pavement Interactive are as follows:

- Photoview – an online repository for searching, cataloging and downloading files. Quick facts: 5,750+ media files and 3.5+ GB of data
- HMAView – a web based project based data collection and display system. It is currently used as a research/forensic tool and in training to show students what they may see on a project (i.e. variability). WSDOT is currently using as a forensic tool.
- Virtual Superpave Lab: A one stop learning and reference tool for Superpave related HMA laboratory testing. Made in partnership with National Committee for Asphalt Technology (NCAT) and National Asphalt Paving Association (NAPA). This allows for hands on training when laboratory facilities are not available
- Pavement Widgets: Small applications used to aid in calculations or training situations. Stockpile Blender:
 - Drag-n-drop gradation
 - Add Specifications
 - Custom Stockpiles
- Simulations: Develop simulations to add gaming element to training using 3D

Information is available on the website at www.pavementtools.org

Pavement Interactive - George White (University of Washington) described **Pavement Interactive**, a web-based collaboration tool available to the PTC members (portions available publicly) that functions both as a learning tool and a ready reference. Users can learn about pavements as well as use it as a reference to look up typical values, methods, practices and resources. George White (University of Washington) noted that it currently includes 3,780 content pages, contains over 1000 media items, and has over 350 full length articles. Specific motivation for the Pavement Interactive was described as a means to:

- Provide a multimedia, interactive product that will benefit those who want basic pavement knowledge. As such, this Guide can be useful for Federal, State and local agencies, inspectors, design consultants, contractors, operators and students.
- Provide in one interactive product, the major features associated with designing and delivering pavements.
- Improve the connection between different pavement aspects such as mix design, structural design, construction, and maintenance/rehabilitation.

He then went on to explain how Pavement Interactive can be used. This included:

- Providing a broad and well-rounded introduction to pavement in the areas of pavement types, materials, design considerations, mix design, structural design, construction, quality assurance, specifications, evaluation, maintenance and rehabilitation, and pavement management.
- Exploring in-depth information about pavements and specific practices. This is done by the use of detailed technical information and specific content generated by members of the Pavement Tools Consortium
- Collaboration on document and manual development with change tracking through workspaces
- Using Pavement Interactive as an extensive pavement reference. Users can browse or use the search tool to look up typical values, methods, practices and resources.

Currently Pavement Interactive is still under development, but has reached a public availability milestone. Some things the PTC looks to address in the near future with respect to Pavement Interactive include:

- Growing the online community and increasing awareness of its availability among industry and agencies
- Assemble a governing board for managing content and explore sustainable business models for community
- Address feature requests and usability issues
- Facilitate information sharing among working groups and committees such as TCCC and MEPDG

More information is available at: www.pavementinteractive.org

The FHWA has agreed to support this effort with a \$100,000 contribution to the Pavement Guide pooled fund effort. This contribution will allow the materials developed to be used by all State training offices, which can be modified to any States' particular training needs. Other States are also welcome to contribute to the research pooled fund so that they may provide input to revisions and future project updates.

Action items:	Person responsible:	Deadline:
Identify how the Pavement Interactive tool can serve as a resource in existing and new training – both online and blended	Chris Newman, George White	02/01/07

Pavement Preservation Guide On-line Training (MTAG) – Course #131110

Chris Newman – FHWA

Discussion: Chris Newman (FHWA – Office of Asset Management) briefed the group on the current status of the Pavement Preservation Guide On-Line Training (Course #131110), which was initially called the Caltrans MTAG. Originally it was prepared as a hardcopy document, but it was felt that it would be more beneficial as an online course. Working with NHI the guide/training has been adapted to be usable to local DOTs, with a toggle showing CALTRANS specific information so that it can be changed to the individual State's needs and specifications. The adaptation of the guide has been completed and the training is currently being developed. This course is designed to be 6 hours of training and geared to be interactive with scenarios and review questions at the end of each module to make sure that the information is understood. Beta review has been completed and the contractor is making changes. Pilot sessions will be undertaken within the next few weeks. Chris Newman (FHWA – Office of Asset Management) requested volunteers from the TCCC to review the course material online. Howe Crockett (FHWA – WFLHD) questioned when the course will be available and how to get it. Chris Newman (FHWA – Office of Asset Management) mentioned that the information will be available through NHI or also on CD/DVD. Jim Feda (SC DOT)/Doyt Bolling (UT LTAP)/Howe Crockett (FHWA WFLHD) would like to pilot the course. Chris Newman (FHWA – Office of Asset Management) will send out a link when it is available.

Conclusions:

Action items:	Person responsible:	Deadline:
Provide link information for pilot presentation to interested parties when it is available	Chris Newman	Completed (01/23/07)

LTAP Update

Doyt Bolling - UT LTAP

Discussion: Doyt Bolling (UT LTAP) informed the group that the National LTAP has voted to support the TCCC. He sees the LTAP's greatest contribution to be the data mining capabilities that the LTAPs have. They can pull together the courses that they currently have available. Doyt Bolling (UT LTAP) is also working to bring APWA on board with the TCCC. The APWA Executive Board has not made a decision as yet whether to participate.

According to Doyt Bolling (UT LTAP) workforce development is a key issue that every LTAP must address this year. They must produce an annual report to include the number of hours of training, courses that are being presented, etc. This information may be of benefit to the TCCC; however, they may need some additional funding to make this possible, as funding is extremely limited. The LTAPs are looking for a means of fast tracking course development and possibly converting to online training.

Conclusions:

Action items:	Person responsible:	Deadline:
Determine the viability of LTAP being used for course development	Doyt Bolling Laura Lawndy	06/01/07

DOT "Training Academy" Survey**Douglas Townes - FHWA**

Discussion: Douglas Townes (FHWA RC – Atlanta) has been tasked with determining what training academies are currently available. Douglas Townes (FHWA RC – Atlanta) recommends that once the academies have been identified that the information be housed in the TCCC database. Douglas Townes (FHWA RC – Atlanta) has volunteered to research the existing courses and then TCCC can provide contact names for the academies. Chris Newman (FHWA – Office of Asset Management) suggested that we template the academy so that the same information can be shared with the State to tweak with their own information. This would be similar to the process undertaken for the Drilled Shaft Course. Ben Gribbon (FHWA – Office of Safety) supported this idea and thought it would be a good leverage of TCCC’s limited monies. Chris Newman (FHWA – Office of Asset Management) suggested that we take the best of each academy to develop a template. Linda Hughes (WSDOT) raised the question of whether enough States would be interested in this information to make it worthwhile.

Chris Newman (FHWA – Office of Asset Management) suggested that a starting point might be to determine what matrices should be covered in an academy and then determining what courses exist and then use those. As this is occurring we should survey to see what currently exists. Chris Anderson (IA DOT) suggested that each State may want to develop its own academy which may negate the need for a template.

Tom Smith (FHWA – WV Division) suggested going through the AASHTO dialogue site and post the question. Jim Feda (SCDOT) further recommended going to the members of AASHTO. An ad hoc committee was created to research this issue: Chris Newman, Jim Feda, Douglas Townes, Tom Smith, Bill Beuter, Dennis Rice, and Laura Lawndy. Chris Newman (FHWA – Office of Asset Management) supported Jim Feda’s (SCDOT) idea and suggested that we also ask for a syllabus for the various academies. It was determined that a template Academy is not necessary.

Conclusions:

Action items:	Person responsible:	Deadline:
Determine best method to survey for academies and collect information	Douglas Townes/Ad hoc Committee	06/01/07

Qualified Inspector Program**Chris Newman - FHWA**

Discussion: Chris Newman (FHWA – Office of Asset Management) spoke to the TCCC regarding the status of the interpretation of 23 CFR 637. FHWA had a rotational employee review the CFR and determine what requirements are outlined in this regulation. The ambiguity arose when FHWA moved from inspecting projects to the States undertaking the inspecting. After the review the FHWA, Office of Asset Management, feels that the regulation clearly includes construction as well as materials. There is an internal debate on whether this requires new regulation or simply clarifying guidance. Chris Newman (FHWA – Office of Asset Management) feels that there will be a decision on what the next step is within the next couple of weeks. If all is needed is guidance then that will come fairly quickly. However, if new regulations are needed then it will take time and there will be few updates as FHWA cannot speak to the States about the regulation process. The decision for how to proceed will probably need to be made by individuals higher up in the FHWA Office of Infrastructure to ensure that all of the offices are following the same procedures.

Jeff Saddler (UDOT) mentioned that the UDOT has been in the process of developing an inspection/qualification process – the inspection manual has been completed and they will be using that to build online courses that fulfill the program requirements. The UDOT is at the beginning stages, but hope to move quickly with the first module available within 2-3 months. UDOT will be happy to share this information when it is available.

Chris Newman (FHWA – Office of Asset Management) recommends that if a State has been waiting for guidance from FHWA before developing an inspector course then they should go ahead and develop the program because regardless if FHWA requires it the qualification program and associated training and resources will be of great value to the State.

Action items:	Person responsible:	Deadline:
Determine how to proceed with 23 CFR 637 – guidance vs. regulations	Chris Newman	12/31/06
Provide Doyt Bolling with the UDOT inspection qualification plan of proposed courses	Jeff Saddler	01/31/07

GPS/GIS Course Development Update

Doyt Bolling - UT LTAP

Discussion: Doyt Bolling (UT LTAP) discussed the development of GPS/GIS courses. NHI has a general course on GPS/GIS course; WVDOH has a course as well that has been supplied to Doyt Bolling (UT LTAP) for review. In speaking with people around the country Doyt Bolling (UT LTAP) has learned that there are approximately 4 levels of training that need to be developed to address the needs such as Basics Course/Maintenance & Asset Management/Construction Inspection/Integration into GIS system. Doyt Bolling (UT LTAP) has put together a technical panel for this course and hopes to fast track the development. The courses will have to be developed hand in hand with the vendors and is currently being developed as a hands-on course with some online components. The technical panel is going to scope out the courses and then it is hoped that the RFPs will be out at the beginning of the year at least for the basics course.

Conclusions:

Action items:	Person responsible:	Deadline:
Draft Statement of Work to move forward for the development of the GPS/GIS Course	Course Development Committee	02/08/07

Materials Ordering Protocol

**Marty Ross - NHI;
Chris Newman – FHWA**

Discussion: Marty Ross (NHI) reviewed the courses that were completed in FY 2006 and those that are currently being developed. Marty requested States to volunteer to host a pilot course if they have a need for one of the courses under development. Please See Marty Ross's (NHI) presentation for the listing of courses currently under development. NHI is working to develop several of the courses as online courses where the course is small and it is not cost effective to send a trainer to conduct the training.

Marty Ross (NHI) outlined the following proposed changes to the existing NHI website to accommodate TCCC curriculum requests:

- TCCC Member User Profile
 - Member Identity & Contact Information
 - Shipping Address
 - Intended Use of Materials
 - Billing Info
- Auto generated TCCC Access Code to user
- Auto generated material shipment request to Report Center
- Auto generated evaluation e-mail to requestor to determine value and use of materials (to be sent 6 months after request)

Several issues that have to be addressed by NHI are as follows:

- Who gets TCCC access?
- NHI materials will be made available in existing format (Hardcopy and/or electronic files)
- NHI must protect its test integrity in order to maintain the IACET accreditation
- NHI is considering a nominal charge to cover reproduction and shipping

Feedback to the Proposed NHI website changes to accommodate TCCC curriculum requests:

Chris Anderson (IA DOT) questioned who is considered to be a TCCC member? Marty Ross (NHI) is open to feedback from TCCC – Ben Gribbon (FHWA Office of Safety) mentioned that they have similar issues with the safety training database but have found that they can't limit distribution. Marty Ross (NHI) mentioned that NHI will not send out the test for the course. Chris Newman (FHWA Office of Asset Management) felt that this would be a detriment to the program

and suggested that a method be developed to give the States the tests. Ben Gribbon (FHWA Office of Safety) stated that it makes sense to strip the tests as many States will not want the test, but those States that do need it could go directly to NHI. Chris Anderson (IA DOT) agreed that the States probably won't be using the tests and those that need it could go to Marty Ross (NHI). Douglas Townes (FHWA RC Atlanta) suggested that only one person from each State be allowed to access the training materials. Allan Samuels (AZ DOT retired)/Chris Anderson (IA DOT)/etc. disagreed with him because most States do not have clear communications lines. Doyt Bolling (UT LTAP) mentioned that the process for LTAP to obtain information from AASHTO is that there is only one person who may order the material. Chris Newman (FHWA Office of Asset Management) and Ben Gribbon (FHWA Office of Safety) didn't feel that there needed to be a limitation and that the nominal shipping/handling fee would self regulate the requests. Chris Anderson (IA DOT) suggested that the system automatically generate a message stating that someone from that State had already ordered a course and then it would be up to the person to track down the material.

The TCCC agreed that the proposed material ordering protocol is acceptable for existing courses. The suggestion was made that one copy of any new courses be automatically sent to the State free of cost and any subsequent copies are at a minimal cost. New TCCC developed courses will be distributed free of cost to each State through the regional representatives as well as through the local FHWA Division Offices.

UPDATE:

In February 2007, Chris Newman and Marty Ross met to further discuss these issues.

The result of the discussions was that NHI supports the idea of making training materials available to others for their use, as long as there is a clear understanding that their use does not constitute "an NHI course" in the sense of CEU's. It is understood that there will be some courses with a heavy FHWA policy content or basis, where the Program Office asks that instructor guides not be made available. This will be at the discretion of the program office, and will be the exception rather than the rule (no Asset Management courses would carry such restrictions).

For newly-developed courses (whether through HIAM or pooled funds), there will be an initial distribution as part of the development contract, included in the initial course costs. FHW will provide copies to each of the five regional groups to distribute. States not represented by the five groups will receive copies independently (although we'll have to determine the right person to send them to). HIAM typically also does distribution of new course materials to FHWA Division Offices and DOT's, along with AASHTO subcommittees. This process will be expanded to include an initial distribution of new materials to LTAP centers as well. While this doesn't always put the disks in the right hands, they are available to agencies. With few exceptions (like the 6-DVD Bridge Construction Inspection course) this process is inexpensive and effective. We can supplement the distribution with material availability on the FHWA ftp site, as long as the course files are not too large.

NHI will update their website design so that instructor guides (as appropriate or available) are listed as material available for purchase through the automated process (using the Report Center for processing and distribution). Purchase price will be a nominal fee, based on production costs (CD or printing) including shipping and handling – somewhere about \$20 for a CD. The disks will be available to anyone, and the use of a purchase price should deter frivolous requests. This method will enable training developers to access most existing NHI courses in the areas of construction and maintenance / pavements and materials. Where disks are not available, books might be, although the costs are likely to be higher; where neither are available, it probably means the course is out-of-date and will be or has been replaced or discontinued.

Integrity of test questions was a major concern. It was agreed that where courses have tests associated with them, disks of course materials should not be reproduced with the tests on the CD's. Questions remain regarding the most practical and secure way of sharing test questions with appropriate training developers, or whether those generic tests will even be of value to state or local agency trainers.

The timeline for updating the NHI website to allow TCCC access to the NHI website would be: work beginning in March '07 and complete in May '07. If the TCCC needs access faster then NHI will need additional funding.

Action items:	Person responsible:	Deadline:
Distribute Subsurface Qualification Courses	Chris Newman	12/31/06
Determine a method of materials distribution to the membership, considering the input of the TCCC, and distribute for comment	Chris Newman/Marty Ross	Completed

Database/Website Discussion

**Chris Newman - FHWA;
Ben Gribbon - FHWA;
Andrew Aurbach – ASAA**

Discussion: Chris Newman (FHWA Office of Asset Management) made a presentation on the website development efforts undertaken to date. The database for the TCCC will be fashioned after the traffic safety database currently being developed by Volpe. Andrew Aurbach, contractor hired to create the new website, spoke to the group to provide a status update and outlined the design of the website/database. Andrew Aurbach (Worth Associates/ASAA MultiMedia) emphasized that the main goal of the website is to make it easier for the general public to find information on the website. There will also be a back door that will be password protected for TCCC members, which will take them to a work area where they can share information or jointly edit projects through the use of SharePoint® a Microsoft collaborative software. Each committee will have a committee administrator who will be able to establish a workflow through the share software from which automatic reminders of deadlines, meetings, etc. can be sent. There are a few restrictions in the design of the website such as the banner and color scheme, but Andrew Aurbach will design a site that is unique to TCCC.

Ben Gribbon (FHWA Office of Safety) asked whether the TCCC would be able to update information on the front page of the website without having to write new HTML code. Andrew Aurbach (Worth Associates/ASAA MultiMedia) confirmed that he or Laura Lawndy (FHWA Office of Asset Management) will be able to update the site in real time.

Howe Crockett (WFLHD) questioned whether it would be easier to be on a different server than NHI. Chris Newman (FHWA Office of Asset Management) mentioned that if we host the site offsite then we may lose some of the functionality of the website. They are still looking into the possibility of hosting the site away from FHWA.

Linda Hughes (WSDOT) mentioned that she would like to see new courses be listed in the “events” section of the website.

Ben Gribbon (FHWA Office of Safety) made a presentation to the TCCC on the development of the database. He pointed out the difference between database and website. He told the group that the website and database are being developed independently, but in conjunction with each other. The public will not see any breaks in information. The database is a metadatabase that will hold the course information, but not the competencies other than what competencies are linked to a specific course. Serving up of documents will be a function of the website and the listing of resources is a function of the database.

He further outlined that the purpose of the database is to provide users with interactive access to TCCC Competency Matrices & Training, facilitate sharing of training resources nationally, as well as implement a sustainable platform for delivering information about educational opportunities. The database will be fashioned after the Safety Training Resource Database (STRD), which has all of the functionality for which the TCCC has been looking. Ben Gribbon (FHWA Office of Safety) provided the TCCC with a sample interface and explained that the development approach will be as follows:

- Phase I: Develop Concept of Operations - The draft is currently under review and includes
 - Overview & Benefits
 - User & Capabilities
 - Functional Requirements
 - Technical Requirements (The TCCC Technical Panel will determine in December 2006/January 2007)
 - Data Requirements
 - Administrative Requirements
 - Deployment & Operation
- Phase II: Identify System Requirements
- Phase III: Develop/Test Functional Prototype
- Phase IV: Integrate with TCCC website

Douglas Townes (FHWA RC – Atlanta) questioned who would be maintaining the database. Ben Gribbon (FHWA Office of Safety) answered that the database is being developed to be maintained by anyone, but a final decision on how it will be maintained has not been made. An administrator would receive an e-mail when course information has been changed in order to confirm that the change is correct and acceptable.

Allan Samuels (AZDOT retired) asked whether the pooled fund information would be included with the database. Chris Newman (FHWA Office of Asset Management) said that the pooled fund information would be a link on the website.

Howe Crockett (WFLHD) questioned how the database would be populated. Ben Gribbon (FHWA Office of Safety) said

that the training tables provided by the consultant a few years ago will be included, the information gathered by the Matrix Committee and the Course Development Committees, along with the existing list of courses on the current TCCC website. Further the safety training database would be automatically updated into the database. Ben Gribbon (FHWA Office of Safety) said that the committees will not be putting a lot of effort into professional development courses as there are numerous courses available, but rather would look for more technical courses. The courses listed in the database will be included only if they meet a particular competency, which is searchable. Overall, however, it will be up to our partners (NTTD/LTAP) to collect the information. LTAP is considering tying their annual reports to the database so that the information is current. With regard to the State DOTs, the TCCC still needs a formalized means of gathering training courses. Ben Gribbon (FHWA Office of Safety) suggested that there be some standard information for each training course that could easily be uploaded.

Howe Crockett (WFLHD) questioned when the website/database would be available for public use. Andrew Aurbach (Worth Associates/ASAA Multimedia) expects that the website will be available in April and Ben Gribbon (FHWA Office of Safety) felt the database would be ready in June. Howe Crockett (WFLHD) further asked if we should contact Ray Belk now and determine whether it would take seed money to make it work. Ben Gribbon (FHWA Office of Safety) and Chris Newman (FHWA Office of Asset Management) concurred that it would probably take some seed money to get the information that we need. Doyt Bolling (UT LTAP) suggested that perhaps with some seed money the LTAP centers could get the information from the State DOTs. Ben Gribbon (FHWA Office of Safety) mentioned that if the State DOTs provide a website then the VOLPE Center will mine the information and populate the database.

Conclusions:

Action items:	Person responsible:	Deadline:
Contact Ray Belk to solicit NTTD's assistance in populating the course database.	Martha Monjo	06/01/07
Consider financial assistance to cover database population	Chris Newman	02/01/07

Sub-Committee Reports

**Doyt Bolling - UT LTAP;
Douglas Townes - FHWA;
Linda Hughes - WSDOT;
Allan Samuels - ADOT**

Discussion: **Communications and Marketing:** Douglas Townes (FHWA RC – Atlanta) informed the group that the marketing team has finalized the marketing plan and is now ready to go to the Executive Committee to support the plan financially. The Communications team also spent some time speaking with Tom Smith (FHWA Division Office – WV) to get his perspective on the TCCC. According to Tom Smith (FHWA Division Office – WV) the TCCC's message may be a bit confusing to outsiders since some of it is still under development (e.g. is the TCCC mission just construction/materials/maintenance or is it much broader covering design/environment/etc?) Even after two days of meetings, it is apparent that some of these issues may still be subject to change. Another area of confusion was the courses that the TCCC claims to have created, but actually happened independently of the TCCC. Also, in his opinion, in some cases cost effectiveness may not be as important as quick delivery when developing new courses. Tom Smith (FHWA Division Office – WV) was unsure whether, to date, top management had focused on the efforts of TCCC (i.e. it would be a good idea to do additional outreach to persons like Joe Toole, King Gee, John Horsley, etc.). Tom Smith (FHWA Division Office – WV) suggested that the TCCC evaluate the timing of its marketing so that the major thrust is after the database/website is ready to go. The Communications team also decided to raise the following questions before they can move forward:

- Do we need to expand the focus of the TCCC to include additional areas such as planning/pavement preservation? The basic question is do we want to be all to all. Chris Newman (FHWA Office of Asset Management) mentioned that the primary focus of the TCCC is inspector/technician qualification programs, which are found mostly in Construction/Maintenance/Materials. If this is confusing then we need to clarify our message, not change the focus of the TCCC. Another issue that has been raised is that some of the courses that we are developing do not match our competencies, but rather meet the States' needs. Doyt Bolling (UT LTAP) felt that it is important to consider adding additional areas to the TCCC database as they are critical to construction and maintenance (i.e. asset management, pavement preservation, rehabilitation, etc.) Leo Stevens (NETTCP) pointed out that 23 CFR 637 deals directly with technicians/inspectors for Construction/Maintenance/Materials/Work Zone & Worker Safety/Employee Development. Howe Crockett (WFLHD) mentioned that the matrices are not geared only to technicians as we have 4 levels, but would also include residential engineers. Jim Feda (SC DOT) suggested that we change the message to state that we are focusing on those who construct, maintain, and operate highway infrastructure. Howe Crockett (WFLHD) thought that the TCCC focus on successfully completing the

current vision before trying to undertake a new task. Scott Hamrick (WV DOH) felt that we should go ahead and include the courses, when available, for the other areas as it will make it easier for the States to give us information and then eventually we can go back and add competencies. Tom Smith (FHWA Division Office – WV) suggested that the TCCC stay focused on the current 5 core areas through completion and then add phases for additional areas of interest.

- Is there a way in which we can fast track the course development? Doyt Bolling (UT LTAP) will work with his committee to develop recommendations for how to speed the course development. One solution may be for NHI to hire retired technical matter experts who are not pulled in various directions in their current positions and could quickly review new course materials. Additional participants to assist Doyt Bolling (UT LTAP) in developing recommendations: Marty Ross, Chris Newman, Scott Hamrick, Ken Cox, Ted Stilgenbauer, Mike Vandall and the Matrix/Course Development Committees.
- The Communications Committee would like to know if the TCCC can create a process for determining which courses we will develop. How many States need to benefit from the courses before we will develop the course?
- Do we have Top Management buy-in (i.e. Joe Toole/King Gee/John Horsley/etc.)? Howe Crockett (WFLHD) asked how we could get their support. Bob Templeton (NPHQ) offered to approach Tony Kane (AASHTO) about having a central office person participate in the TCCC. Howe Crockett (WFLHD) also suggested asking Pete Rahn (MO DOT) to also talk to AASHTO about supporting the TCCC. Doyt Bolling (UT LTAP) suggested that some of the ways in which AASHTO could assist TCCC is to:
 - Put out a national call for training development
 - Have a representative active on the TCCC so that we can get into their journals
 - Assist in obtaining courses from States
 - Assist in championing the pooled fundChris Newman (FHWA) Office of Asset Management offered to contact Pete Rahn and ask him to speak to AASHTO on our behalf.
- Can we have a point person/business manager? Douglas Townes (FHWA RC – Atlanta) suggested having the NETTCP person manage the TCCC. Chris Anderson (IA DOT) thought that it is critical to keep Chris Newman (FHWA Office of Asset Management) in this position until we have accomplished our goals so that we do not lose momentum trying to bring that new person up to speed. Mike Vandall (RedVector) clarified that he was suggesting that we consider having a business manager who would be proactive in selling TCCC.

Tom Smith (FHWA Division Office – WV) offered to work with Dan Mathis (FHWA Division Office – WA) and Dave Gibbs (FHWA Division Office – FL) to get contact names in the Division Office/State DOTs. Chris Newman (FHWA Office of Asset Management) and Tom Smith (FHWA Division Office – WV) will explore the opportunity to have a Breeze meeting with the DAs.

Howe Crockett (WFLHD) questioned how we plan to get the industries back involved in the TCCC. Douglas Townes (FHWA RC – Atlanta) mentioned that there is not a specific plan in place beyond having the materials available to send out; however, he is willing to include this in the plan. Laura Lawndy (FHWA Office of Asset Management) suggested that the TCCC focus on one group at a time to make sure that we have the support (i.e. States/DAs first and then target the industry). Doyt Bolling (UT LTAP) mentioned that ACPA (Mike Ayers) would like to join the TCCC. Howe Crockett noted that the ACPA has been invited from the beginning and Mike Ayers receives notices of every meeting. Chris Newman (FHWA Office of Asset Management) will contact Mike Ayers to see about having him participate. Bob Templeton (NPHQ) provided a different opinion and suggested that we approach organizations like NAPA and demonstrate the benefits of joining the TCCC so that the State DOTs can use their products as well, which will be a win-win for the TCCC and NAPA. Bob Templeton (NPHQ) suggested that we focus on one industry organization while we focus on the State DOTs.

Doyt Bolling (UT LTAP) suggested approaching the ARTBA/FHWA/AGC/AASHTO task force to get their buy-in.

Core Curriculum Matrix: Linda Hughes (WSDOT) will send out notes from the Course Development/Core Curriculum working session at a later date.

Course Development: Linda Hughes (WSDOT) will send out notes from the Course Development/Core Curriculum working session at a later date.

Performance Measures: The performance measures committee spent the day coming up with the performance measurements for measuring the performance of the TCCC organization and the materials that we produce. They will be circulating the plan for review and comment within the next couple of weeks. They would like to make sure that they are capturing all of the information that we need so that they can quickly move forward in measuring its performance and how to enhance its performance.

Resource Advancement: No Report

Action items:	Person responsible:	Deadline:
Contact Tony Kane/AASHTO about supporting the TCCC	Bob Templeton	June 11, 2007
Contact Pete Rahn about soliciting AASHTO support	Chris Newman	June 11, 2007
Contact Mike Ayers (ACPA) to discuss ACPA's participation in the TCCC	Chris Newman	June 11, 2007
Provide notes from the Course Development Subcommittee working session	Linda Hughes	December 31, 2006
Provide work plan for TCCC review and comment	Performance Measures Subcommittee	January 31, 2007
Develop recommendations for how to speed up the course development process	Doyt Bolling, Marty Ross, Chris Newman, Scott Hamrick, Ken Cox, Ted Stilgenbauer, Mike Vandall	06/01/07
Develop guidelines for determining which courses will be developed	Executive Council	06/01/07
Develop a listing of contacts within the Divisions for the TCCC to solicit	Tom Smith, Dan Mathis, Dave Gibbs	06/01/07
Explore the possibility of having a Breeze meeting with the DAs to educate them on the TCCC	Tom Smith, Chris Newman	03/31/07
Incorporate plans for reaching industry into the marketing plan	Douglas Townes, Marketing Committee	06/01/07
Circulate Performance Measures work plan for comment	Allan Samuels	02/15/07

Wrap Up - Determine June Meeting Location

Discussion: Howe Crockett (WFLHD) proposed that the Summer meeting be held on June 12-14, 2007. The location will be determined.

Additional Information

Upcoming Meetings:

TRB

WASHTO Maintenance – March 5-9, 2007 in Tahoe, NV

WASHTO Construction – April 2-5, 2007 in San Diego, CA

AASHTO Standing Committee on Highway Traffic Safety

SASHTO Annual Meeting– August 3-8, 2007 in Huntsville, AL

Spring Business Meeting – FHWA – Possibly Joe Toole make a presentation/need to get on the agenda soon

Breeze meeting with the DAs

Need to focus on Contractor Groups – Rocky Mountain Contractor Meeting (February)

Need to focus on ARTBA since they are the clearing house for the LTAP

National meetings for area engineers/district engineers – Albuquerque in March