June 2004 RMC Meetings and Schedules

The June Research Management Committee Meetings are scheduled for June 7-10, 2004 at the Red Lion Hotel in Austin. Agendas will be distributed at a later date. But we’ve been told that RMC 4 may ask for as many as fourteen research reports and four status updates.

RMC meeting schedules are as follows:

- **RMC 1** - Wed. June 9 10:00 a.m.
  - Thur. June 10 8:00 a.m.
- **RMC 2** - Wed. June 9 1:00 p.m.
  - Thur. June 10 8:00 a.m.
- **RMC 3** - Mon. June 7 1:00 p.m.
  - Tue. June 8 8:00 a.m.
- **RMC 4** - Mon. June 7 10:00 a.m.
  - Tue. June 8 8:00 a.m.
- **RMC 5** - Mon. June 7 1:00 p.m.
  - Tue. June 8 8:00 a.m.

So that TxDOT may better plan name tags, materials, and room set-up for these RMC meetings, please email Nina Kroeker NKROEKE@dot.state.tx.us by May 14, 2004, to pre-register for all RMC meetings which you are currently expecting to attend. Pre-registration is NOT necessary for RMC members, TAP Chairs or Vice-Chairs.

Hotel reservations should be made no later than May 14, 2004 by calling (512) 323-5466.

Red Lion Hotel
6121 IH-35 @ Hwy 290
Austin, Texas 78752
(512) 323-5466

Ed’s Notes

You’ve received emails on this, but the Texas A&M employee newsletters are online at http://hr.tamu.edu/newsletter/archive.html. Newsletters from 2001 forward are available.

The March 2004 newsletter reminds us that State of Texas Labor Code §21.010 mandates that all state employees must complete Equal Employment Opportunity (EEO) training within the first 30 days of employment and complete supplemental training every two years.

It’s not difficult to take the instruction online. In spite of needing to score 100% to pass the training’s exit test, you’ll find the examples and discussion informative and interesting.

PS, you get to take the test as many times as needed.

As we’ve traditionally done, TOG will be sponsoring sessions to practice presentations for the upcoming RMC meetings. Being reviewed within our TTI community allows us to provide quality products to our sponsors. I encourage your participation.

Finally, the forthcoming issue of the 2004 Texas Transportation Researcher will feature highlights of TOG’s signs and markings research. Be sure to look it over!

Ed Seymour
**Birthdays**

Apr 04  Carroll Messer  May 02  Mark Burris  
Apr 07  Colleen Dau  May 10  Bob Brydia  
Apr 07  Amber Holguin  May 15  James Carvell, Jr.  
Apr 08  Beverly Kuhn  May 16  Steve Venglar  
Apr 10  Hassan Charara  May 18  Brooke Ullman  
Apr 14  Craig Koudelka  May 19  David Martinez  
Apr 17  Marc Jacobson  May 20  Robert De Roche  
Apr 21  Robert Pina  May 24  Andrew Holick  
Apr 24  Bruce Hoover  May 24  Megan Kubecka  
Apr 25  Darrell Borchardt  May 26  Jeffrey Miles  
Apr 26  Kevin Balke  May 28  Jonathan Tydlacka  
Apr 26  Beth Neilson  May 29  Kenneth Giusti, Jr.  
          May 30  Lalitha Vanajakshi

**Kudos & Congratulations**

Marsha Anderson Bomar has been nominated for the Atlanta YMCA Academy of Women Achievers for 2004. She has also been nominated for the Society of Women Engineers Life-Work Balance Award and 2004 Achievement Award. Marsha has been nominated for the National Association of Women Business Owners Woman of the Year Award.

Congratulations to Kandis Salazar for reaching 10 years of service with TTI.

**On the Road Again**

The first milled centerline rumble strips in Texas were installed in February near Comanche, Texas. These centerline rumble strips are one part of the TxDOT research project 4472. Jeff Miles and Paul Carlson are studying the impacts of the centerline rumble strips in terms of passing operations.

In February, Rob Benz moderated and spoke at the Prairie View A&M Civil Engineering Spring Seminar “Importance of Civil Engineering in Today’s Society”. Several speakers ranging in age and discipline shared their experience with the students. The seminar was host to seven high schools with a total of about 250 potential Civil Engineering Students. The event is geared to highlight Engineering and Civil Engineering and will be part of PVAMU’s annual CE recruitment drive. Rob has been actively teaching at PVAMU for some time.

Keep up the good work!

Jim Carvell recently made a presentation at the Town North Optimists Club in Dallas. Jim discussed the work of the Dallas Citizens Traffic Safety Coalition, which he chairs.

Darrell Borchardt provided an overview of truck lane restrictions at a joint meeting of the Dallas and Fort Worth Traffic Management Teams on March 18 and participated in the Dallas Citizens Traffic Safety Coalition meeting the day before.

Orchestrated by Brian Bochner, TTI put together a red team to assist Houston Metro review their rail operations. TOG participation included Gene Hawkins, Kevin Balke, and Rob Benz. The final report was posted by METRO on their web site at: http://www.ridemetro.org/motion/lrt/railintro2.asp.

Center-line rumble strips installed near Comanche, TX
## APRIL 2004

### Schedule of Events

- April 1, 2004 - TTI Council meeting, Houston, TX
- April 16, 2004 - TTI Support Staff Luncheon
- April 21, 2004, TOG Leadership Meeting, Gilchrist Building
- April 26-29, 2004 - ITS America 2004 Annual Meeting & Exposition, San Antonio, TX

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### Save the Date

- TOG Annual Meeting, May 21, College Station, TX
- TxDOT RMC Meeting, June 7-10, 2004, Austin, TX
- ITE Annual Meeting, August 1-4, 2004, Lake Buena Vista, FL
- Transportation Short Course, October 13-14, 2004, College Station, TX

### ITE Technical Conference & Exhibit

ITE was well represented among the more than 400 in attendance at the spring ITE Technical Conference in Irvine, California in March. Presentations were made by Kay Fitzpatrick, Gene Hawkins, Jim Bonneson, Marcus Brewer, and Larry Rilett. Most of our TOG representatives attended ITE Technical Committee meetings as did Gary Thomas. Jim Carvell attended the ITE International Board meeting representing District 9 (TexITE).

**Ed Seymour** attended the Advanced Transportation Controller (ATC) Joint Committee Meeting held in conjunction with the conference.
Lisa Patke and Brenda Manak attended the Get Motivated! Business Seminar in Houston on February 24. The seminar featured many speakers (Zig Ziglar, Tom Hopkins, Goldie Hawn, Rick Belluzzo, Mary Lou Retton, Jerry Lewis, and Rudolph Giuliani) as well as many topics (communication, leadership, customer service, team building, organization, goal achievement, increased productivity, time management, and business, management, negotiation, and people skills).

Office 2003 / XP Add-in: Remove Hidden Data

Have you ever done this — participated in collaborative editing with someone and then needed to remove all the “tracked changes” and comments that have been inserted along the way? Microsoft has now developed an add-in that allows you to permanently remove hidden data and collaboration data, such as change tracking and comments, from Microsoft Word, Microsoft Excel, and Microsoft PowerPoint files.

The add-in can be downloaded from the Microsoft downloads area in http://www.microsoft.com/ and is called rhdtool.exe. You’ll need to rename the final file you’re creating.

Coaching, Criticism & Discipline Skills

Russell Henk recently attended a training course on coaching, criticism and discipline skills. He has provided the following highlights.

The training course materials, discussion and activities focused on the role and importance of coaching, criticism & discipline as skills that those in supervisory positions should develop and apply. More specific definitions of these three skills in terms of actions they translate into are as follows.

1) Coaching = clarifying expectations on a consistent basis.

2) Discipline = mentoring and providing tools and/or training to people to help them do what you have laid out as your expectations.

3) Criticism = counseling and critiquing individuals in a constructive fashion but that clearly holds them accountable for the expectations that you’ve conveyed to them.

The importance of documenting as many of these activities as possible was emphasized and illustrated, with this documentation ideally being signed by the staff members as well as part of the process.

A notable portion of the training was directed at “management” versus “leadership.” It was noted that effective “managers” will be good at one or two of the three aforementioned approaches, while “leaders” will regularly apply all three principles in a balanced fashion. The following comparisons were also offered to help illustrate the difference between “managers” and “leaders”:

- The manager administers; the leader innovates.
- The manager is a copy; the leader is an original.
- The manager maintains; the leader develops.
- The manager focuses on structure; the leader focuses on people.
- The manager relies on control; the leader inspires.
- The manager imitates; the leader originates.
- The manager accepts the status quo; the leader challenges the status quo.
- The manager is the classic good soldier; the leader is his/her own person.
- The manager does things right; the leader “does the right thing.”

Eight key characteristics of a successful “staff coach” were also offered and included: clarity, supportiveness, confidence, mutuality, perspective, risk, patience, and involvement.
Travel Notes

New rental car contracts for March 31, 2004 through March 31, 2006, have been awarded to ADVANTAGE RENT-A-CAR (Advantage), AVIS RENT A CAR SYSTEM, INC. (Avis) and ENTERPRISE RENT-A-CAR (Enterprise). Please see Fiscal Memorandum 04-04 for detailed information.

The State Travel Management Program allows employees to use the internet to book airline fares. Since contract airfares are not accessible on the internet, a valid exception must exist for the use of a non-contract airline fare. For travel reimbursements, the same documentation that was required in the past for air travel will be required for internet bookings. Please see Fiscal Memorandum 02-03 for detailed information.

TTI Budget Process to Begin

As in the past April is not only a time for emphasizing finances in our private life (the IRS), but a time when TTI begins to formulate its budget.

TOG will continue its approach of asking for salary recommendations from supervisors and program managers. These recommendations will be reconciled at the division level and finalized from a TOG perspective before they are submitted to TTI administration.

This process ensures that we’ve taken a deliberative process that provides an informed set of recommendations.

New Projects

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<td>Institute of Transportation Engineers</td>
<td>Professional Services Associated with the Development and Review of the ITS Standards Course</td>
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Hellos

Please welcome Michael Wunderlich and Adam Perdue. Both Michael and Adam began working for TTI on Tuesday, March 9, in the Houston Office as Student Workers.

Michael is a graduate of Sam Houston State with a Bachelor of General Business Administration degree and is currently enrolled in class to obtain certifications. Adam is a student at the University of Houston majoring in Civil Engineering/Economics. Both will work closely with LuAnn Theiss and Robert Benz completing travel time runs and traffic counts, entering data, and performing miscellaneous duties as needed.

Linda Cherrington of the Transit Mobility Program, who works out of both the Houston and Galveston office, hired two researchers... Lorin Gaertner and Lori Stevens-Gray. Both Lorin and Lori are working on the Houston mobility earmark project, but only Lori is officing out of the Houston office. Welcome!