

Introduction

TEL8 is a telecommunications network dedicated to transportation in the Upper Midwest and Mountain states. Nine transportation organizations participated in the system during 2000-2001 including five state departments of transportation (DOTs) in North Dakota, South Dakota, Montana, Wyoming, and Utah, and the four Mountain-Plains Consortium (MPC) universities consisting of North Dakota State University, University of Wyoming, Colorado State University, and the University of Utah. These TEL8 sites operate a video conference network connecting over 30 individual sites including a video conference bridge which provides system connectivity.

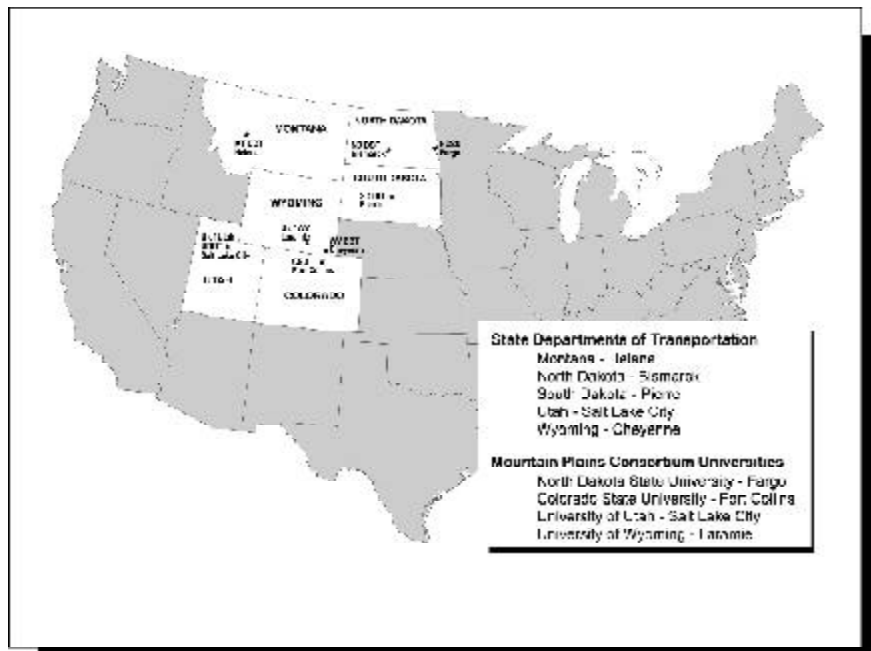
TEL8 had several notable achievements during 2000-2001. Network expansion continued with additional DOT district sites connecting to the system bringing the total number of sites affiliated with TEL8 to over 30. Nine more DOT district sites are projected to be added to the network during the upcoming year. Furthermore, assessments for additional DOT regional sites are being conducted by two states.

Programming expanded as well including the initiation of two new programs, MPC short courses and the MPC information exchange and research report program, MPC-X. Existing programming also experienced growth with the doubling of the number of the DOT seminar series TransX participant groups and the expansion of TransX system-reserved resources. Moreover, the number of MPC graduate classes and Leadership Development courses increased this past year while the delivery of graduate-level classes, professional management courses and topic-specific seminars continued.

Last year, more than 1,000 people in the state DOTs and MPC universities received professional training through TEL8 videoconferencing. Their perceived value to job statistic shows a 1.62 level on a scale of 1 to 3. Moreover, since TEL8's inception in 1995, 330 students have received graduate-level transportation classes over the network. Fifteen different graduate courses have been among the 24 classes delivered via the videoconference system.

TEL8 programming also stimulated the development of a proposal this past year to model TEL8's InfoX (another DOT-sponsored information exchange seminar series) and TransX programs across the western United States. TEL8 is currently examining the proposal which would expand TEL8-initiated programming to approximately ten additional western states. TEL8 resources would facilitate the development and delivery of the program.

TEL8 programming continues to provide unique professional opportunities drawing upon the partnership between the state DOT's and MPC universities. This partnership brings transportation practitioners and researchers together into a framework dedicated to expanding the solutions to today's transportation problems.



The TEL8 system is governed by a board of directors with representatives from each of the state DOTs and MPC universities. TEL8 remains guided by the vision and mission statements adopted by the board. The vision for the system is:

To be a leader in the United States in distance learning and communications by utilizing cutting-edge technology and maximizing the capability of that technology by providing superior customer-driven programming that adds maximum value to the TEL8 clientele.

The TEL8 mission is:

To contribute to quality transportation in Region 8 through a distance learning and teleconferencing network that serves the participating DOT's and universities by enhancing communications, education, technology transfer, and research.

Mission attainment is measured by the achievement of the following goals. These goals have been defined to determine if individual TEL8 activities contribute to TEL8's mission. The goals for TEL8 are:

- ❖ Enhance communications among the participating state DOT's, universities, FHWA, and other national and regional organizations.
- ❖ Improve the access to, and the quality and quantity of, inter- and intrastate education to all participating DOTs and universities.
- ❖ Focus the development and prioritization of the use of TEL8 on (1) interstate transportation teleconferencing, (2) interstate transportation education, and (3) intrastate transportation education.
- ❖ Assure that the system responds to the priority needs of participating departments of transportation on a pilot basis in the short term and an established strategic direction in the long term.
- ❖ Maximize the cost effectiveness and efficient use of communications, time, and resources available to the system.
- ❖ Research and demonstrate applications that improve the effectiveness and efficiency of distance communications and learning.
- ❖ Facilitate the improvement of transportation emergency communications and management among the participating states.

President's Statement

David Talley, Wyoming Department of Transportation

Nothing great is produced suddenly.—Epictetus

Being involved in the evolution of the TEL8 videoconferencing network has been a true pleasure. From its beginnings in 1994, the people and organizations who have labored to create a viable means of communication and education for the upper midwest can be rightfully proud of the web of technical and interpersonal connections they have formed in order to make this concept of distance learning possible. The system continues to evolve and improve itself through advancements in technology and, more importantly, the fostering of human partnerships within and between institutions.

"I can do what you can't do, and you can do what I can't do; together we can do great things."—Mother Teresa

Combining the talents and knowledge of a wide variety of organizations and people has been a continuing goal of TEL8 since its inception. The past year has seen major steps in achieving this aim. Member institutions of higher learning—North Dakota State University, Colorado State University, the University of Utah, and the University of Wyoming—have rebuilt and reinvigorated the TEL8 organization by producing and offering a new series of short courses and by initiating an open forum of research discussion called MPC-X where professionals can exchange the latest knowledge derived from their research.

"Growth, the only evidence of life."—Thomas Scott

An exciting prospect has been growing this year as we work with a consortium of western states in an attempt to expand the reach of the TEL8 concept. Led by Doug Anderson of the Utah Department of Transportation and Doyt Bolling of the Utah Technology Transfer Center, a potential new partnership has begun to take shape. Plans are in motion to create some level of joint participation in videoconferencing by a majority of states in the western United States. The TEL8 members have committed themselves to sharing in the growth and development of this new affiliation.

"Not everything that can be measured is important, and not everything that is important can be measured."—Albert Einstein

As the TEL8 organization continues to mature we are constantly improving the means by which we measure our successes. Ultimately, we seek the techniques and data that will be most meaningful to us and to our customers as we pursue our mission of bringing about quality transportation to our region through the technological and personal connections fostered by the TEL8 videoconferencing network. Through well-managed funding, advanced technology, and ever-improving programming we believe we are accomplishing this mission.

Organizational & Operational Summary

Doug Benson, Executive Director

TEL8 developed or contributed to several initiatives this past year. These are noted and discussed below. Moreover, several continuing activities are described which continue to meet TEL8 organizational and operational objectives. These are:

- MPC Short Courses

The TEL8 MPC universities developed short courses designed to meet the needs of the DOTs, and for the video conference medium. MPC short courses were designed to meet the needs of DOT professionals through intensive academic preparation for real, everyday tasks. The practical application and success of these courses were demonstrated in the enrollment of 90 students in a professional engineer examination preparation course. This MPC short course will be repeated.

The Board of Directors, MPC representatives and TEL8 staff continued efforts to define and establish a MPC short course selection and funding process.

- WASHTO-X

TEL8 is actively examining a proposal to expand and facilitate the delivery of InfoX and TransX programming to the western United States. The potential WASHTO-X program would model the InfoX and TransX programs. TEL8 is considering its role and participation in the program.

- MPC liaison to Programming Committee

A MPC liaison was appointed to strengthen the organizational relationship between the TEL8 programming committee and the MPC executive committee. The liaison will represent the MPC universities and coordinate programming initiatives and issues between the MPC and the TEL8 programming committee.

- Mid-Continent Transportation Knowledge Network

TEL8 has facilitated and supported efforts to establish the Mid-Continent Knowledge Network. This network includes universities from Manitoba to Texas with the potential membership of a Mexican transportation institute. The network has modeled TEL8's operational and technological paradigm in support of its research and communications activities.

- Final FHWA Pooled Study Report

The final report of the first FHWA Pooled Fund study was completed and presented to the FHWA.

- DOT Site Expansion

TEL8 again provided support for DOT's expanding video conference systems within their state. Assessments of additional DOT expansion are ongoing.

- **Bylaws Updated**

Article I of the bylaws was updated to further define membership requirements and responsibilities. The FHWA was removed as a member per their request to change their affiliation to liaison status.

- **Transmission Medium Evaluation**

An initial examination, on a very preliminary basis, was made of the H.323 Internet Protocol transmission medium. The undertaking of a more formal assessment is under review. As well, an evaluation of emerging video conference technology may become a part of this review.

- **New Pooled Fund**

The new pooled fund study was structured and initiated.

Programming Committee

Julie Rodriguez

The Programming Committee has been working with the DOTs and universities to help facilitate educational programs to meet the needs of DOT management and employees. This committee is formed of representatives from the TEL8 organizations and is assigned the responsibility of representing their organization in the coordination, facilitation, and implementation of viable training programs over the system. The TEL8 Program Director, Julie Rodriguez, chairs this committee.

Current committee members are:

- Ken Heitkamp/Priscilla Deschene – North Dakota Department of Transportation
- Dave Huft/Virginia Ripley – South Dakota Department of Transportation
- Marjorie Blewett – Montana Department of Transportation
- Jan Barhite/Wes Coulson – Wyoming Department of Transportation
- Kelvin Green – Utah Department of Transportation
- Richard Gutkowski – Colorado State University
- Peter Martin – University of Utah, MPC Liaison
- Khaled Ksaibati – University of Wyoming
- Julie Rodriguez – North Dakota State University

The committee members continue to work within specialty areas in developing and presenting the InfoX and TransX program series, developing and administering surveys, and embracing pertinent courses within the TEL8 programming budget. Committee members also handle registration, payment, and advertisement of courses to participants and distribute instructional materials.

The committee's goals were to: 1) increase technical training offered (National Highway Institute or elsewhere), 2) increase offerings from existing sources (Leadership Development Institute, FranklinCovey), 3) increase MPC offerings (graduate and short-courses), 4) solidify data process, and 5) provide help for new presenters. All of these goals were met during this fiscal year. Most of these goals will continue to be focused on during FY2002, with the addition of 1) encouraging student participation in InfoX and TransX sessions, 2) encouraging more participation of MPC in the programming committee, and 3) implementing a weekly electronic newsletter.

This year the following events were held:

- Leadership Development Institute Workshops (5)
- MPC Short Courses (2)
- Seven Habits Workshops (3)
- What Matters Most Workshops (5)
- InfoX Sessions (9)
- TransX Sessions (11)
- Graduate Classes (4)

This committee serves as a significant resource to TEL8. To support the committee in their DOT training responsibilities, a website was developed in 1998 and redesigned in 2000 to help make planning at both the individual and institutional levels much easier and more predictable. This website has become a vital source of information regarding TEL8 events. The addition of a weekly electronic newsletter should also aid in reminding everyone involved of upcoming deadlines and events.

Technology Committee

Mitchel Hoffart

2001 TEL8 Annual Board Meeting

Technical Report

I. Network

The Network component of TEL8 continues to operate normally. During the prior 12 months there were no network specific problems that prevented a bridged event from taking place. One exception was in June of 2000 when the Fargo area was hit by a deluge of rain which inundated the NDSU main campus switch which effectively put TEL8 out of business for two weeks.

II. Bridge

The bridge component of TEL8 continues to operate normally. During the prior twelve months there have been no failures of any component related to the bridge.

III. Site by Site, CODEC and Associated Hardware

CSU
Colorado Springs, CO

There were no reported hardware failures at Colorado State University during the prior twelve months.

NDSU
Fargo, ND

North Dakota State University had several problems that needed to be addressed during the prior 12 months. NDSU experienced the failure of two audio cards and one IMUX. The service provided to NDSU was excellent both in terms of troubleshooting assistance and timeliness of parts replacement.

U of Utah
Salt Lake City, UT

There were no reported hardware failures at the University of Utah during the prior 12 months.

U of WY
Laramie, WY

There were no reported hardware failures at the University of Wyoming during the prior 12 months.

NDDOT
Bismarck, ND

There were no reported hardware failures at NDDOT, Bismarck during the prior 12 months.

MTDOT
Helena, MT

There were no reported hardware failures at MTDOT, Helena during the prior 12 months.

SDDOT
Pierre, SD

There were no reported hardware failures at SDDOT, Pierre during the prior 12 months.

SDDOT
Aberdeen, SD

There were no reported hardware failures at SDDOT, Aberdeen during the prior 12 months.

SDDOT Mitchell, SD	SDDOT at Mitchell experienced four failures of their CODEC during the prior 12 months. At one point a replacement CODEC failed upon arrival. Their site also experienced fuzzy video on an intermittent basis.
SDDOT Rapid City, SD	SDDOT at Rapid City has experienced two failures of their camera during the prior 12 months.
UTDOT Salt Lake City Complex, UT	There were no reported hardware failures at UTDOT, Salt Lake Complex during the prior 12 months.
UTDOT Ogden, UT	There were no reported hardware failures at UTDOT, Ogden during the prior 12 months.
UTDOT Orem, UT	There were no reported hardware failures at UTDOT, Orem during the prior 12 months.
UTDOT Richfield, UT	UTDOT at Richfield experienced a failure of their video monitor during the prior 12 months.
UTDOT Price, UT	UTDOT at Price experienced connection problems associated with their in-state network. Price also reports a fuzzy video picture on an intermittent basis.
WYDOT Cheyenne, WY	WYDOT at Cheyenne experienced a broken microphone cable during the prior 12 months.
WYDOT Basin, WY	There were no reported hardware failures at WYDOT, Basin during the prior 12 months. Basin also reports they are unsatisfied with their maximum connection speed of 336-kbps due to an antiquated Local Exchange Carrier switch.
WYDOT Sheridan, WY	There were no reported hardware failures at WYDOT, Sheridan during the prior 12 months. However Sheridan would like to report they missed two events due to local network related issues.
WYDOT Rock Springs, WY	There were no reported hardware failures at WYDOT, Rock Springs during the past 12 months. However, Rock Springs reports that when the wind is blowing extremely hard, it can sometimes cause network failures.
WYDOT Casper, WY	WYDOT at Casper experienced two failures of their camera and one failure of their remote controller during the prior 12 months.
WYDOT Laramie, WY	There were no reported hardware failures at WYDOT, Laramie during the prior twelve months.

IV. Cascading

Cascading as it relates to video conferencing is a process by which two or more bridges are connected together to increase the number of ports available for a specific video conference. TEL8's bridge does have the software option that allows it to cascade.

One of the primary benefits of cascading is that it is cost effective for geographically disparate video conferencing users. For instance, a corporation with 10 sites in Asia and another group of 10 sites in California could save money by cascading two bridges; one in Asia and one in California. This would allow multiple sites, in California or Asia, to connect utilizing only one link across the Pacific Ocean. Some of the issues that need to be considered when looking at cascading as a solution for increasing TEL8's bridging capacity are generally issues of quality and reliability. When two bridges are cascaded, a performance cost is exacted. An extra audio decoding/encoding sequence is added, which results in more delay and creates more degradation of the audio quality and an increase in site switching times.

Another issue is that of dissimilar bridges. Ideally, cascading works best when the bridges involved are of identical make, model, software revision and are all on the same data traffic carrier such as AT&T or Sprint. When dissimilar bridges cascade together, they must utilize a baseline specification for signaling, compression and multiplexing called H.320. Another technological hurdle to cascading dissimilar bridges lies in the methodology for connecting two groups together, each utilizing a different network carrier. Potentially, a third party gateway service provider would need to be used to ensure connectivity.

Pro:

- Cost effective for geographically disparate networks
- Allows linking of numerous sites beyond capacity of single bridge

Con:

- Audio quality degradation
- Increased switching times
- Network incompatibility may require the use of third party gateway service
- Increased operational complexity

Programming

TEL8 was created to serve the transportation interests of the region by providing enhanced communications, technology transfer, education, and research. Programming activities developed to meet those requirements and delivered during FY2001 included, but were not limited to, graduate level courses in transportation, technology transfer and continuing education courses, seminars of varying lengths, and teleconferencing among state DOTs and MPC universities. Moreover, during this time TEL8 utilized one of the most sophisticated regional telecommunications networks dedicated to supporting transportation activities through programming efforts dedicated to technology transfer, distance learning, and continuing education.

FY2001 TEL8 Programming and Training

The program director continued the development of a training and program schedule. The board approved this schedule in 2000. Costs for providing the training program are estimated at \$43,220 and were allocated among the TEL8 sites with the DOTs assuming a larger portion of the costs.

The institutionalization of the TEL8 website was an important organizational milestone and contributes significantly to the growth in use and ease of managing the system for everyone involved. The schedule included the InfoX and TransX seminar series, graduate level transportation classes, leadership workshops, programming committee meetings, and many other activities. Additional programming and training beyond the formal schedule includes DOT information exchanges and ad hoc meetings.

This year the following events were held:

- Leadership Development Institute Workshops (5)
- MPC Short Courses (2)
- Seven Habits Workshops (3)
- What Matters Most Workshops (5)
- InfoX Sessions (9)
- TransX Sessions (11)
- Graduate Classes (4)

FY2002 TEL8 Programming and Training

TEL8 has developed its training and programming schedule and will assign a significant portion of its resources to developing and acquiring programming for the system. Specific programming activities include:

- InfoX: An InfoX continues with the DOTs sharing responsibility for hosting these sessions. Program topics are areas of special interest and are varied and abundant and are scheduled for FY 2002.
- TransX: TransX has expanded rapidly and now has two monthly time slots on the schedule. The following focus areas are involved: Finance, Maintenance, Intelligent Transportation Systems (ITS), Motor Carrier Operations, Transportation Research, Human Resources, Planning, and E-Commerce.
- NHI Courses: NHI is not interested in redesigning their courses for teleconferencing and these are no longer being actively pursued.

- **FranklinCovey:** FranklinCovey workshops are now a regular part of the TEL8 offering. Both the *Seven Habits of Highly Effective People* and *What Matters Most* enjoy continued support.
- **Graduate Courses:** Graduate courses continue to be popular with three planned for Fall 2001 and three planned for Spring 2002.
- **MPC Short Courses:** MPC has developed several proposals for courses for this fiscal year. A new process for proposals, selection, and budgeting will be implemented to better fit the TEL8 fiscal year.
- **Website:** The website will continue to be a primary source of information regarding TEL8 scheduling and event information.
- **Newsletter:** A weekly newsletter will be implemented to remind site coordinators, and others, about upcoming events and deadlines.

Financial Statement

NORTH DAKOTA STATE UNIVERSITY
STANDARD BILLING FORM

FUND-DEPT: 4870-6980 Voucher # 4
 GRANT-CONTRACT ID: 17-314-0300
 AGENCY NAME: US Department of Transportation
 SUBAGENCY NAME: ND Department of Transportation
 PROJECT NAME: Transportation Telecommunications Network Region VIII
 PRINCIPAL INVESTIGATOR: Gene Griffin

ELEMENTS OF COST	Current Period	NDDOT	TOTAL
	Expense 4/1/01 5/30/01	Cumulative Expense 7/1/00 6/30/01	
SALARIES AND WAGES-FACULTY	5,109.00	15,327.00	84,615.00
SALARIES AND WAGES-SUPPORT	2,455.50	10,133.16	0.00
FRINGE BENEFITS	2,073.22	6,768.93	19,385.00
Subtotal	9,637.72	32,229.09	84,000.00
TRAVEL	2,894.10	8,006.06	0.00
COMMUNICATIONS	11,726.16	39,928.74	136,000.00
DATA PROCESSING	263.35	343.70	0.00
RENTS & LEASES	15.49	15.49	0.00
OFFICE	241.37	639.32	0.00
REPAIRS	0.00	8,682.90	23,000.00
SUPPLIES	146.50	411.06	8,000.00
FEES	5,655.32	21,801.67	45,000.00
INSTRUCTIONAL	0.00	517.56	0.00
GENERAL	544.07	1,395.95	0.00
EXPENDABLE EQUIPMENT	0.00	0.00	0.00
Subtotal	21,486.56	81,742.75	212,000.00
MAJOR EQUIPMENT	0.00	0.00	20,000.00
Subtotal	0.00	0.00	20,000.00
Total Direct Cost	31,124.08	113,971.84	316,000.00
INDIRECT COST	0.00	0.00	0.00
TOTAL COST	31,124.08	113,971.84	316,000.00

LESS: PAYMENTS PREVIOUSLY REQUESTED 82,847.76 *

TOTAL THIS REQUEST 31,124.08

I CERTIFY THAT ALL EXPENDITURES REPORTED OR PAYMENTS REQUESTED ARE FOR APPROPRIATE PURPOSES AND IN ACCORDANCE WITH THE PROVISIONS OF THE APPLICATION AND AWARD DOCUMENTS.

**Note: of this amount, \$ 51,399.63 is outstanding

APPROVED BY Daileen Deai

Grants Officer

DATE 7-31-01

Bylaws

ARTICLE I

Name

The name of this organization shall be *TEL8*.

ARTICLE II

Purpose of Network

The purpose of the network is to improve the United States transportation environment through better communication, research, technology transfer, and education. The objectives for which the network is organized and for which it shall be perpetuated are:

- (1) To research and illustrate applications that may be applied on a regional transportation telecommunications network to improve the efficiency and effectiveness of transportation professionals.
- (2) To facilitate and improve transportation-related communications among state DOTs.
 - Improve statewide and regional transportation activities.
 - Facilitate more discussion and coordinate development of regional and national transportation policy.
 - Facilitate sharing of expertise among state DOTs.
- (3) To facilitate FHWA communications.
 - Increase, improve, and coordinate communications between FHWA and state DOTs in the region.
 - Facilitate and improve FHWA training of state employees.
 - Better communicate data transmission between division offices and FHWA offices.
- (4) To enhance FHWA, state DOT, and local transportation officials' communications.
 - Continuing education.
 - Allow integration of multiple group training for select interests.
 - Promote sequenced and segregated training presentations.
 - Extend opportunities for education, training, and professional development to local governments.
- (5) To improve and promote transportation technology transfer by LTAP centers.
 - Deliver technology transfer courses region wide.
 - Promote periodic technology transfer news programming region wide.
 - Promote sharing of expertise among technology transfer centers.
- (6) To enhance research communications.
 - Improve dissemination of research results in a real time mode.
 - Improve research collaboration (e.g. joint proposals, projects) among FHWA, DOT, and university personnel.

- Improve coordination and facilitation of pooled funding of projects among states.
 - Increase sharing of research findings and techniques.
- (7) To increase partnerships among state DOTs, MPC universities, and other universities.
- Allow universities to expand non-resident education programs.
 - Improve availability of workshops, seminars, and short courses.
 - Improve availability of specialized university expertise and information.
 - Allow DOT professionals to provide practical experience to university students via guest lectures.
 - Facilitate job interviews by DOTs of students in a timely manner.
- (8) To facilitate improved university-to-university communications.
- Enhance graduate education programs.
 - Allow coordination of expertise and courses for transportation clientele.
- (9) To improve emergency communications and facilitate discussion of critical, urgent, and unscheduled problems and issues.
- Improve communications for regional and natural disasters.
 - Improve positions of common regional interest on legislative or other transportation activities.

ARTICLE III

Purpose of Management Group

The network installation and operations shall be managed by a steering group hereinafter referred to as the Board, empowered with the following purpose:

- (1) To develop a policy for the establishment and operation of a regional telecommunications network.
- Approve priorities for use of the system.
 - Resolve conflicts.
 - Establish procedures on use of the system.
 - Review status of operations on an as needed basis.
 - Approve expenditure of monies for installation of equipment.
 - Establish standards for the system.
 - Recommend use of system to broaden its effectiveness and use.
 - Promote programming on the network.
 - Address other issues pertinent to the establishment and operations of the system.
 - Approve an annual work program that shall be the basis for managing and funding the network.
- (2) To promote use of the TEL8 network.
- (3) To meet the intent of "Article II - Purpose of Network."
- (4) Select and appoint an Executive Director to serve at the pleasure of the Board.

ARTICLE IV

Board Membership

The Board shall be established in such a manner that the state DOTs have principal charge and responsibility for the establishment and management of the TEL8 network. Each member shall serve at the pleasure of the organization they represent.

Member Jurisdictions

Section 1: The member jurisdictions of the Board shall be composed of the following agencies:

- (a) State DOTs:
 - (1) Wyoming Department of Transportation
 - (2) Utah Department of Transportation
 - (3) South Dakota Department of Transportation
 - (4) North Dakota Department of Transportation
 - (5) Montana Department of Transportation
- (6) b. FHWA
- c. Universities:
 - (7) Utah State University
 - (8) Colorado State University
 - (9) University of Wyoming
 - (10) North Dakota State University

Board Representative of Members

- Section 2:
- (a) State DOTs - shall be the CAO or a designated representative
 - (b) FHWA designated representative
 - (c) MPC Universities - shall be the Mountain-Plains Consortium executive committee member, or a designated representative, at the four MPC universities, as previously approved by each university's administrators
- (d) If a Board member is unable to attend a meeting of the Board, they may designate a representative to serve as a substitute for them at that meeting. The representative shall have the right to vote for the Board member.

Associate Members

Section 3: Such members shall consist of persons who may, from time to time, be asked by the Board to participate. Such members shall not be voting members.

Additional Members

Section 4: Additional members may be permanently added to the Board as full members of TEL8 by a 2/3 vote of the Board. Terms and conditions to be determined by the Board.

ARTICLE V

Officers

Section 1: The officers of this Board shall consist of the President, Vice President, and Secretary/Treasurer. These officers shall be elected by the member jurisdictions of the Board. Terms for these offices shall be for two (2) years. The president must have been a Board member for at least one (1) year before entering office.

Section 2: Interim vacancies in the offices shall be filled accordingly:

- President - position to be assumed by Vice President.
- Vice President - position to be filled by Board.
- Secretary/Treasurer - position to be appointed by President.

All vacancies filled for balance of original term of office.

Section 3: Election of officers shall be held at the Annual Meeting of the Board.

ARTICLE VI

Duties of Officers

President

Section 1: The President shall carry out the following duties:

- (a) Call and preside at all meetings of the Board;
- (b) Make reports to Board on status of network operations;
- (c) Maintain liaison between Board and Executive Director of TEL8 network.

Vice President

Section 2: The Vice President shall carry out the following duties:

- (a) Carry out duties of the President during absence or incapacity, death, resignation, or removal of President;
- (b) Assist the President in any manner pertaining to the network or Board whenever and to the extent requested.

Secretary/Treasurer

Section 3: The Secretary/Treasurer shall carry out the following duties:

- (a) Keep a record of the meetings of the Board;
- (b) Be responsible for the mailing of all notices and correspondence of the Board and perform such duties as the President or the Board may prescribe;
- (c) Convene and preside over meetings of the Board in the absence of the President and Vice President;
- (d) Shall have custody of any funds of the Board;
- (e) Report directly to the President and Board at least annually, or more often if directed, on financial status of network account.
- (f) The Secretary/Treasurer may delegate to the Executive Director any of these functions except those directed by the Board;

Authorization of Committee Structure

Section 4: The President, Vice President, and Secretary/Treasurer shall constitute the Executive Committee. The Executive Committee, as well as the Board, shall establish committees as deemed necessary to accomplish the mission of TEL8.

ARTICLE VII

Meetings of the Board

Section 1: The Board shall meet at least twice each calendar year - one meeting to be considered the Annual Meeting of the Board and the other meeting or meetings at such time and place as the President may direct.

Section 2: A 2/3 majority of the Board members shall constitute a quorum for the transaction of business.

Section 3: The university members of the Board shall not have more than four (4) votes.

Section 4: The Board shall also meet on a written call signed by four members thereof and filed with the President, Secretary/Treasurer, or Executive Director not less than fifteen (15) days prior to the date such meeting is called.

Section 5: The rules of parliamentary procedure, as set forth in Robert's Rules of Order, shall govern Board meetings.

Section 6: The Board may vote by mail, electronically transmitted ballot, or by video telecommunications if the President determines that an issue must be resolved without delay, between meetings of the Board. The distribution and counting of ballots shall be the responsibility of the President, or the Executive Director if so directed by the President.

ARTICLE VIII

Executive Director

There shall be an Executive Director who shall be appointed by and serve at the pleasure of the Board. This person is not a member of the Board and has no vote.

ARTICLE IX

Duties of Executive Director

Section 1: The Executive Director shall carry out the following duties:

- (a) Convene and preside over meetings of the Board in the absence of the President, Vice President, and Secretary/Treasurer until the Board shall elect one of their members to serve as President Pro Tempore;
- (b) With approval of the Board, carry out functions and purposes of the network, and keep adequate records of its financial and other affairs;
- (c) Make, keep, and maintain proper and adequate records of all receipts and disbursements of Board and network funds;
- (d) Make final authorization for payment of all duly authenticated and authorized items of expenditures to be paid out of funds for the network;
- (e) Prepare annual report on the network pursuant to the direction of the President and the Board;
- (f) At the direction of the Secretary/Treasurer, makes, keeps, and maintains proper and adequate records of all Board meetings, transactions, and actions.

- (g) Establish and maintain liaison and cooperation with Federal agencies and other supporting and cooperating organizations;
- (h) Report to Board whenever, and to the extent, required by them;
- (i) Perform such other duties as are assigned from time to time by the Board.

Section 2: In the event that the Executive Director is unable to perform the duties prescribed in these Bylaws, by reason of illness, disability, or absence, such duties shall be performed by a person appointed by the president, or the president's designee, until the return of the Executive Director or until the vacancy in the office of the Executive Director has been filled.

ARTICLE X

Fiscal and Operational Management

All fiscal, operational, and policy issues of TEL8 are ultimately the responsibility of the Board of Directors.

ARTICLE XI

Suspension of Bylaws

With the exception of Article XII, the Bylaws of the Board may be suspended during any regular meeting of the Board by a two-thirds majority of the member jurisdictions attending the meeting, provided that a quorum is present.

ARTICLE XII

Amendments to Bylaws

Section 1: The Bylaws may be amended at any meeting of the Board provided that thirty (30) days prior to the meeting written notice of any proposed amendments, or the text thereof, is filed with the President, the Secretary/Treasurer, and the Executive Director. Proposed amendments shall be submitted by the Executive Director to member jurisdictions at least fifteen (15) days prior to the meeting. Should the Board determine that any proposed amendment must be resolved without delay, the Board will instruct the Executive Director to require a vote by mail, electronically transmitted ballot, or by telecommunications provided the notification requirements have been met. The results of ballot shall be filed by Executive Director or the Secretary/Treasurer as a part of the record of the Board.

Section 2: A vote of two-thirds of member jurisdictions shall be required to amend the Bylaws.

ARTICLE XIII

Dissolution

Dissolution of the Board and network organization may occur with a two-thirds vote of all TEL8 network member institutions.

ARTICLE XIV

Addendum

Addendum #1: The Executive Director will have the authority to contract with other parties on a demand-price basis which does not conflict with goals and objectives of members, their clientele, and the pooled fund study. No agreements are to be longer than six (6) months. (Adopted 2/15/96)

Addendum #2: The principal purpose of leasing time will be for the expansion and enhancement of the existing TEL8 system. (Adopted 2/15/96)

Amended - November 23, 1998

Amendments (proposed 5/31/01)

Article IV: Board Membership

Section 1 (b): Remove FHWA

Section 2 (b) Remove FHWA designated representative

Board Meeting Minutes

TEL8 BOARD OF DIRECTORS ANNUAL MEETING May 30 - 31, 2001 Denver, CO

Members Present: Richard Gutkowski, Colorado State University
Ayman Smadi, North Dakota State University
Peter Martin, University of Utah
Khaled Ksaibati, University of Wyoming
Barbara Martin, Montana Department of Transportation
Ken Heitkamp, North Dakota Department of Transportation
Dave Huft, South Dakota Department of Transportation
Neal Christensen, Utah Department of Transportation
David Talley, Wyoming Department of Transportation

Others Present: Doug Benson, TEL8 Executive Director
Julie Rodriguez, TEL8 Program Director
Jan Barhite, Wyoming Department of Transportation
Wes Coulson, Wyoming Department of Transportation
Mitch Hoffart, TEL8 Network Technician
Kathy McCarthy, MPC Administrative Assistant
Mary Marquart, TEL8 Administrative Assistant
Denver Tolliver, MPC Director

Wednesday, May 30

The meeting was called to order by President David Talley. President Talley welcomed everyone and conducted a roll call.

President Talley reviewed the agenda and asked for additions or changes. The meeting was turned over to Doug Benson for meeting changes.

TEL8/MPC

Doug noted that he and Julie Rodriguez attended the MPC meeting this morning. Two items were added to the agenda for discussion:

- Graduate Education Program
- MPC/TEL8 Achievement Awards

Guests were introduced. Denver Tolliver, MPC Director and Kathy McCarthy, Administrative Secretary, are joining the meeting today to discuss TEL8/MPC strategic planning issues.

Doug turned the meeting over to Denver Tolliver. Denver thanked the board for inviting them to participate in today's meeting.

Graduate Education Program

Denver gave an overview of MPC noting that education is the main focus. MPC has developed an exchange program among all four universities. NDSU had its first graduate this year, Dennis Jacobson, a ND DOT employee, and has three or four others in the completion stage as well as five or six other students taking courses. It is a small program

but it is growing. Discussions have taken place on the possibility of expanding the MPC program with South Dakota and Montana. Denver has had discussions with the South Dakota School of Mines and there have been inquiries from South Dakota State University. MPC is working on establishing these relationships. Denver also noted that discussions with Montana State University seem to be stalled as MSU doesn't show much interest in the exchange program. Discussion.

Barb Martin suggested contacting MSU one more time and if there appears to be no interest from them then possibly Northern Montana College should be contacted.

Denver reported that the response from South Dakota School of Mines has been very positive. He also noted that in the long run, MPC is looking for universities that have the capability to develop and deliver short courses with an interest in course exchange.

Ken Heitkamp asked if MPC was at all interested in a partnership with the United Tribes Technical College in Bismarck. Denver indicated that MPC is exploring that possibility.

Short Courses

Denver stated that MPC wants to be the primary provider of short courses to the DOT's and to elevate the priority level of distance education, which requires additional resources and funding. It was noted that MPC has developed some of the short courses from scratch for TEL8 but they do not wish to compete for DOT dollars.

Denver informed the board that MPC desires to continue the partnership with TEL8. David Talley noted that he views the relationship as very positive with the potential to reach out and improve the DOT's. Discussion.

Richard Gutkowski stated that he believes faculty are interested in presenting short courses, but that it should not become competitive.

David Talley questioned if faculty at the universities are aware of the opportunities to teach MPC short courses. Peter Martin responded that yes, he believes that faculty are aware but MPC has no funding for course development and delivery. He noted that the dollars need to grow in order to keep the short courses going.

The discussion continued regarding the issue of short courses. Dave Huft asked how the MPC envisions coming up with topics for the courses. Julie Rodriguez noted that this is something the programming committee has been discussing. Perhaps the universities could submit proposals to the programming committee with topics and a budget, and after review, the programming committee would forward the list to the board.

Neal Christensen noted that the DOT's have not really identified what courses they would like to see presented. The DOT's need to do a better job in identifying courses rather than just having the MPC come forward with proposals. We need effort from the DOT's to identify what courses they would like or need presented.

David Talley proposed that the DOT's work with the Programming Committee to get a list of course topics together by the fall and share that information with MPC by September.

MPC-X

Doug shared that MPCX is a new program initiated this year. Julie noted there have been four MPCX offerings to date. Topics are very narrow so attendance was light, but there was good discussion. Discussion.

Denver noted that MPCX is an emphasis area for MPC. He would like to see more graduate students involved. David Talley indicated he sees this as an area for real growth potential.

MPC/TEL8 Achievement Awards

Denver defined what the MPC envisioned as MPC/TEL8 Achievement Awards. MPC proposed the possibility of offering an award to participants based on a point system. The points would be awarded based on the type of event and when a certain level was reached the participant would receive the achievement award. Discussion.

Dave Huft indicated that in his area this would not necessarily be a good thing. Some supervisors may view it as a waste of work time when they looked at the number of hours an employee spent at training. Discussion.

It was suggested that possibly a certificate could be awarded to those who participate in a specific short course. The DOT representatives thought this was a more acceptable way to award participants.

Neal Christensen suggested that the concept be kept alive, but more thought given to how to award participation. Perhaps the Programming Committee could discuss.

MPC is willing to reconsider how to recognize participation - they want this to be taken seriously.

David summarized the discussion by noting that the board likes the idea of recognition. Certificates, issued by MPC or the university offering the course, can be awarded for short courses and routed through the participants supervisor.

David thanked Denver and Kathy for participating today and for the input provided.

YEAR END REPORTS

Programming

TEL8 Programming Performance Measures

Julie referred to the programming section in the meeting binder and reviewed the insert on TEL8 Programming Performance Measures.

Julie noted that the number of people served is lower than the actual number due to the fact that not all sites return their sign-in sheets for events. Also, on the breakdown of staff level reached, those numbers are from sites that sent in the sign-in sheets so this is not a completely accurate picture of those reached. Julie also noted that the number of new (first time) participants is very interesting.

Neal Christensen complimented Julie on what is happening with programming. Neal asked how can we work on item 1, getting the sites to report the number of people served by using the sign-in sheets. Julie noted that this issue will be addressed later in the agenda.

TEL8 Programming FY2001 Objectives

Julie reviewed the meeting binder insert on FY2001 Programming Objectives.

- Increase technical training offered (NHI or elsewhere)
(the MPC short courses & MPCX were technical in nature)
- Increase offerings from existing sources (LDI, FranklinCovey)
The number of LDI courses was increased to 6; 5 were held (one was canceled due to the flood in June 2000 at NDSU)
- Increase MPC offerings (graduate & short courses)
(two MPC short courses were offered)
- Solidify data process
(new evaluations & sign-in sheets)
- Help for new presenters
(counseled MPC presenters on the TEL8 environment - this was done one-on-one when requested)

TEL8 Programming Schedule FY01

Julie reviewed the FY01 Programming Schedule which notes the events held over the system.

- Leadership Development Institute Workshops (5)
- MPC Short Courses (2)
- Seven Habits Workshops (3)
- What Matters Most Workshops (5)
- InfoX Sessions (9)
- TransX Sessions (11)
- Graduate Classes (4)

Julie also reviewed the TEL8 Use by Month which includes dates, event type & name, and number of attendees.

Participation numbers were reviewed and it was noted that the numbers are not complete - due to the sign-in sheet issue. Actual participation is higher than the numbers shown. Discussion.

Ayman Smadi asked Julie if she expects to see a drop in the number of participants in the LDI and FranklinCovey courses. Julie noted that there has not been a drop in the number of participants thus far and it is not anticipated that the interest in those courses will fade. Jan Barhite from WY DOT and Barb Martin, MT DOT agreed that they don't expect to see a decrease in the number of participants in those courses.

Julie reviewed and explained the inserts on evaluations. Discussion.

Khaled Ksaibati noted that some of the numbers on the charts are misleading and asked Julie to provide weighted averages. Julie will check this and report new information to the board.

Richard Gutkowski recommended that possibly one more spreadsheet could be created to summarize all of the information. He suggested that the courses be listed on the far right and the categories listed across the top with collective numbers.

It was noted that the objectives were very good, and Julie did a good job on the breakout of information presented. As recommended by Richard, Julie will prepare and distribute a summary sheet.

Julie reviewed the chart that shows an example of dollars saved by using the TEL8 system vs. a public course. She used two FranklinCovey courses in the example, and based on the 63 people that took these courses, the total savings was \$75,557.

TEL8 Programming FY2002 Objectives

Julie reviewed the binder insert on FY2002 programming objectives.

- Increase technical training offered
- Increase offerings in existing tracks (LDI, Short courses, TansX)
- Increase MPC offerings (graduate & short courses)
- Solidify processes (registration, MPC, website, etc.)
- Help for new presenters (checklist, training, etc.)
- Encourage participation of MPC in programming
- Implement weekly newsletter

Discussion of the objectives.

Julie noted there will be more done on increasing technical training offered for FY02.

To encourage participation of MPC in programming, Peter Martin and Ayman Smadi stated they will be more involved with the committee in FY02.

Julie shared her thoughts on implementing a weekly email newsletter. She noted that she recently sent an email titled *TEL8 Alert*, which was a sample format for the newsletter, highlighting upcoming events and registration and dial-up deadlines. Discussion.

Julie will take the idea of the newsletter back to the programming committee for more input on content and frequency.

TEL8 Programming Schedule FY02

Julie reviewed the FY02 programming schedule. The following events are scheduled for FY02:

- Leadership Development Institute Workshops (8)
- MPC Short Courses (3)
- Seven Habits Workshops (3)
- What Matters Most Workshops (5)
- InfoX Sessions (11)
- TransX Sessions (16)
- Graduate Classes (5)

Julie noted that topics for two of the short courses have not yet been selected and the dates listed are subject to change.

TEL8 Programming Budget

Julie briefly reviewed the TEL8 Programming Budget insert. It was noted that this will be discussed in detail at tomorrow's meeting.

WASHTO-X

At this time the meeting agenda was shifted to Item 4. Doyt Bolling from Utah gave a Power Point presentation on the WASHTO-X proposal. Following the presentation, there were many questions and much discussion on the proposal. The discussion included:

Potential Benefits:

- Expanded exposure for TEL8
- New areas of expertise

Potential Issues:

- Concerned about parallel organization
- Concerned about "takeover"
- Concerned about monetary contributions from TEL8 states
- Concerned about future of TEL8/WASHTO-X after the two year demo
- Concerned about logistics of 14 states
- Concerned about increased responsibilities for programming by TEL8 states
- Concerned about lack of concrete plan to handle these issues

It was noted that it seems as if there is not enough information available at this time for the board to make any decisions regarding the proposal.

Neal Christensen motioned that Doyt carry a message back to WASHTO-X that TEL8 does not have enough information at this time on which to consider the WASHTO-X proposal as presented, but we invite them to provide us with additional information that we require.

Peter Martin amended the motion to include: the TEL8 Board applauds the motives and efforts made by Doug Anderson and Doyt Bolling that underpin this proposal. Motion was seconded as amended and unanimously approved.

Technical Report

Mitch Hoffart referred to Tab 2, and reviewed the Technical Report. Mitch noted that the network continues to operate normally. The only problem was caused by the flooding at NDSU in June 2000 which put TEL8 out of business for two weeks.

Mitch also reported that there have been no failures of any components related to the bridge.

Cascading was discussed. Mitch explained what cascading can do for TEL8. It provides the opportunity to increase the bridge capacity, but the issues of quality and reliability need to be considered.

Pros:

- Cost effective for geographically disparate networks
- Allows linking of numerous sites beyond capacity of single bridge

Cons:

- Audio quality degradation
- Increased switching times
- Network incompatibility may require the use of 3rd party gateway service
- Increased operational complexity

Doug and Mitch reviewed the 2000/2001 TEL8 Bridge Report. The graphs on bridge activity were reviewed and discussed.

Staff Reports

Doug referred to Tab 3, Staff Reports and reviewed the 2000-2001 TEL8 Annual Report outline. It was noted that the minutes from this meeting be added to the contents.

Doug reviewed the TEL8 Review, highlighting major special events held over the past six years. Also listed is a guide to TEL8 Reference Materials that are available.

Membership Bylaws Review

President Talley stated that due to the lengthiness of the WASHTO-X presentation and discussion, the Membership Bylaws Review item will be moved to the first agenda item of tomorrow's meeting.

David asked that everyone review the blue handout under tab 8 on membership and be prepared for discussion tomorrow.

Neal Christensen motioned to adjourn the meeting. Khaled Ksabaiti seconded. Meeting adjourned at 5:30 PM.

Thursday, May 31

Members Present: Richard Gutkowski, Colorado State University
Ayman Smadi, North Dakota State University
Peter Martin, University of Utah
Khaled Ksaibati, University of Wyoming
Barbara Martin, Montana Department of Transportation
Ken Heitkamp, North Dakota Department of Transportation
Dave Huft, South Dakota Department of Transportation
Neal Christensen, Utah Department of Transportation
David Talley, Wyoming Department of Transportation

Others Presents: Doug Benson, TEL8 Executive Director
Julie Rodriguez, TEL8 Program Director
Mitch Hoffart, TEL8 Network Technician
Mary Marquart, TEL8 Administrative Assistant

President Talley called the meeting to order at 8:30 AM.

The day's agenda was reviewed and changes noted. Membership Bylaws Review was moved to the first agenda item of the day.

Membership Bylaws Review

David reviewed the handout on Article I of the Tel 8 bylaws on membership. Discussion.

After review of the membership categories, Barb Martin recommended removal of Emeritus Membership. More discussion.

David Talley will work on the verbiage of the Full Membership paragraph to include reference to emeritus status of Colorado Department of Transportation and Utah State University.

It was also recommended that the paragraph Obligations of Membership be deleted since the obligations are noted under the Full Membership paragraph.

Action Item: David Talley will re-draft the bylaws and forward them to members for review.

Doug Benson noted that Washington state had, in the past, expressed interest in becoming a member of TEL8, but they will not apply at this time.

The discussion continued on setting costs for membership.

Action Item: The Finance Committee will work with the Programming Committee to develop a fee structure for membership and will report this to the Board.

David Talley mentioned an item for discussion is the status of FHWA with TEL8. Doug Benson noted that FHWA officially asked for their status to be changed from Board Member to liaison. A review of the meeting minutes from July 12 & 13, 2000 indicates that a letter from FHWA Division Administrator, J. Michael Bowen was reviewed at last year's meeting and the letter requested that the TEL8 Bylaws be amended.

Action Item: Bylaws need to be amended to reflect the request of FHWA and remove FHWA as a Member of the Board; Article IV, sections 1 and 2.

Bridge Capacity

The graphs on bridge activity (under Tab 2. Technical Report) were reviewed and discussed. Expansion of the bridge and cascading issues were discussed. How much are we utilizing the bridge and do the graphs presented really

indicated what we need? Do we need a revised bridge use policy?

The current bridge capacity and bridge upgrade costs were discussed (Tab 5).

It was noted that the Programming and Technical committees should work together on a bridge use policy.

Dave Huft noted his concern that developing a policy needs to be a quick process as South Dakota will be adding 9 more district sites by this fall.

Action Item: An ad hoc committee, consisting of Doug Benson, Julie Rodriguez and Mitch Hoffart, will draft a Bridge Use Policy and report to the Board as soon as possible.

TEL8 Objectives for Upcoming Year

The binder insert (Tab 6) TEL8 2001/2002 Objectives was reviewed and discussed.

- Membership Expansion - Pros and Cons
- DOT/University Partnership
- Develop and Manage Bridge Use Priority System
- Evaluate Alternative Transmission Mediums
- Continued development of network and system performance measures
- Assess video conference technological advances
- T-Squared Involvement

The discussion went back to the WASHTO issue. David Talley asked each board member to voice concerns, opinions, and observations on the WASHTO presentation. Discussion. Everyone shared basically the same opinion, the proposal is worth considering after more detailed information is obtained from Doyt Bolling. Board members also noted that it is flattering that WASHTO has such high regard for, and is interested in a relationship with TEL8.

The discussion on objectives was interrupted. Barb Martin asked to move on to budget/finance since she needs to leave.

Budget/Finance

Doug reviewed the 2001/2002 TEL8 Budget Proposal.

After review of the estimated TEL8 Network Administration Budget, Neal asked if there was any detail on salary increases in the proposed budget. Doug explained that the raises are based on performance and merit. Some increases are also to bring TEL8's contribution closer to actual costs (reduce NDSU subsidy). It was also requested that last year's figures be included on this form in the future, for comparison. Discussion.

Barb Martin and Mitch Hoffart left the meeting at this time.

Dave Huft asked where sites stand with the pooled fund contributions to date. Mary explained that she and Kathy McCarthy met with Dorothy Christensen at ND DOT last fall. After that meeting, Dorothy submitted the final billing on SPR3 (0025) to FHWA. It was understood that Dorothy would share any correspondence between FHWA & ND DOT. Nothing has been received to date.

Action Item: Mary will work with Ken Heitkamp to find out where each site stands.

Ken Heitkamp left the meeting.

Dave Huft made a motion to accept and approve the FY02 TEL8 budget as presented. Khaled seconded and the motion was unanimously approved.

It was decided to hold a board meeting over the system in either July or August to discuss in more detail MPC Short Courses and WASHTO-X.

Action Item: Mary will poll board members for available dates and schedule the meeting accordingly.

President Talley thanked everyone for their participation. Richard motioned to adjourn the meeting; Ayman seconded and the meeting adjourned.

Respectfully Submitted,

Mary Marquart
Administrative Assistant

TEL8 Board of Directors Meeting
Via TEL8 System
February 12, 2001

President David Talley called the meeting to order at 3:00 pm and conducted a roll call.

NDSU	Doug Benson, Julie Rodriguez, Ayman Smadi, Mitch Hoffart, Mary Marquart.
U of U	Joe Perrin, Boyd Hanson
U of WY	Khaled Ksaibati
CSU	Richard Gutkowski (connected by telephone)
MT DOT	Barbara Martin
ND DOT	Clayton Schumaker, Geri Weisgerber, Steve Busek (FHWA)
SD DOT	Dave Huft (will connect by telephone)
UT DOT	Neal Christensen
WY DOT	David Talley

Absent: Peter Martin, U of U; Joel Wilt, ND DOT.

President Talley welcomed everyone; reviewed the agenda, and asked for additional agenda items. There were no additions.

Program Report

MPC Short Course (PE Exam Preparation) Initiation - Julie

Julie gave a brief overview of the first MPC Short Course titled "PE Exam Preparation" which was presented January 16, 22 & 24. The response to the course was overwhelming. There were 89 participants and the bridge was maxed-out.

Joe Perrin from the University of Utah, who developed and presented the course with Peter Martin, gave a short Power Point demonstration which highlighted the review of the course. Overall, the course was a huge success. Discussion followed. It was recommended that the course be retained for the fall semester. Everyone agreed.

David Talley asked Joe if they were planning to receive feedback on the course. Joe indicated that they have, and will continue to receive feedback from participants. A mass e-mail was sent right after the exam asking for suggestions on things that could be improved on in future courses i.e., where some areas not covered sufficiently or perhaps too much emphasis on a certain area. Also, another e-mail will be sent after the participants receive the results of the exam, asking for more feedback.

Neal Christensen asked for an explanation of the bridge being 'maxed' out. Julie explained that the bridge has 12 ports of which 11 are active. There were 12 or 13 sites trying to dial into the bridge so not everyone could get connected. Neal noted that this should be planned for in the future. Julie indicated that it would be handled by requiring advance registration for future courses.

Dave Huft of SD DOT joined the conference via telephone.

Doug questioned whether there would need to be a limit placed on the number of participants for future courses. Joe indicated that the number of participants does not affect them, as long as the bridge issue (of being maxed-out) is addressed prior to another course.

Julie noted (no promises) that discussion would continue on the possibility of the course being repeated in the future.

MPCXInitiation

Julie indicated that one MPCX class, which is similar to the InfoX, has been completed and there will be another offered this Thursday. Four are scheduled through April. Julie also noted that the MPC researchers are required to present over TEL8. Also noted is the importance of DOT participation in the MPCX.

Other

Julie mentioned the importance of getting evaluations back from participants in the events offered. Also, Julie is still pursuing the possibility of offering an NHI course in the near future.

Richard Gutkowski of CSU joined the conference via telephone.

Bridge Capacity

Current Capacity/Restrains

Doug explained the current bridge capacity - 11 ports at 384 kbps.

Neal asked if there are or have been any statistics kept on maxing out the bridge. Doug noted that this is the first time the bridge has been maxed out. Julie added that the potential of maxing out exists with every event. Doug also indicated that statistics have been kept, but they are not in a format to report at today's meeting.

Dave Huft mentioned that South Dakota has recently added three district sites and is looking at adding another eight district sites by this fall. Joe Perrin added that during the PE Review session, the Utah bridge dialed into the TEL8 bridge. Dave Huft indicated that this can be done in South Dakota also. David Talley noted that Wyoming can do this too, using the State system, however, it is very difficult to schedule bridge time as preference is given to the school system.

Doug asked ND DOT if this was an option for them. Clayton Schumaker indicated that it is not an option at this time.

Richard Gutkowski asked the other sites if they are cascading; or if that is a possibility. Doug and Mitch both indicated they are not certain on the limits but believe it can be done.

Neal asked if there are other issues we should consider before we invest in an upgrade to the current bridge. Barbara Martin agreed with Neal; lets look into more information before we make any decisions.

David Talley noted that he agrees also and suggested the board go over the quotes presented in the handouts and also that more research be conducted by each site on internal options.

Dave Huft suggested the we compile this information before the annual meeting; noting that the issue will grow quickly and we should have all of the facts together beforehand. Doug noted that NDSU will gather the information.

Doug reviewed the handouts on the bridge upgrade costs.

Dave Huft suggested that each site be given an outline on what information each site should gather and what topics to consider.

Richard noted that everyone is in agreement that new technology is needed and he will ask the MPC to give consideration to this issue as well. David Talley questioned the difference in the cost of the 4 port upgrade versus the 8 port upgrade. Mitch Hoffart explained that the 4 port upgrade will utilize the existing dual T1 card while the 8 port upgrade will require new software and hardware; thus making it a much larger investment.

Barbara asked that a survey form be put together so everyone knows what data to collect on the issue.

Membership Bylaws

President Talley asked everyone to review the handout. Discussion followed.

Under consideration is a formal definition of TEL8 Membership and a definition including all other non-TEL8 participants.

David asked the Programming Committee for input/suggestions on writing the bylaws. David will rewrite/redraft the bylaws based on the information he receives and this item will be placed on the agenda for the upcoming annual meeting.

Expansion

Colorado DOT

President Talley indicated that he has been in contact with staff at CDOT. He has invited them to participate in programming committee meetings and will invite them to attend the annual meeting to encourage them to rejoin.

Neal questioned why we are 'wooing' them to rejoin? David Talley noted that they have had good input and quality participation in the past. Richard added that he has had no contact with CDOT for quite some time and also that they have had several problems with their satellite system. They have also changed executive directors. Richard noted that if we are going to invite CDOT representatives to the annual meeting we should make it a specific agenda item.

Washington DOT

Doug indicated that Washington DOT does have some interest in joining TEL8, but they will not pursue membership at this time. Doug also shared that Denver Tolliver is pursuing contacts at the School of Mines in Rapid City, South Dakota and also South Dakota State University on the possibility of an affiliation with the MPC universities.

North Dakota Districts

Julie shared the ND DOT would like to expand to their districts, but can't afford to do this. The North Dakota National Guard currently has a bridge system in place, which is currently 'under' used. It could be possible for district sites to utilize this bridge to access the TEL8 bridge.

Annual Meeting

Dates

Dates for the annual meeting were discussed. Mary Marquart noted that not everyone has responded to the request for May calendars, but with those that have responded, May 30 & 31 appear to be about the only dates that everyone is available in May. Doug asked those who have not yet responded to do so as soon as possible so that dates can be secured.

Agenda Items

Agenda items for the annual meeting were discussed.

Items include: Bylaws; Policies; Options on Bridge Expansion; Colorado DOT; Financial Reports; Technical Report; Programming Committee Report. David asked if there were other items to forward them to him as soon as possible.

A motion was made and seconded to adjourn the meeting; meeting adjourned at 5:15 pm.

Respectfully Submitted,

Mary Marquart
Administrative Assistant

TEL8 BOARD OF DIRECTORS MEETING
July 12 and 13, 2000
Denver, CO

Present: Richard Gutkowski, Colorado State University
Ayman Smadi, North Dakota State University
Peter Martin, University of Utah
Khaled Ksaibati, University of Wyoming
Duane Bentz, North Dakota Department of Transportation
Neal Christensen, Utah Department of Transportation
Dave Talley, Wyoming Department of Transportation
Doug Benson, TEL8 Executive Director
Julie Rodriguez, TEL8 Program Director

Absent: Dave Huft, South Dakota Department of Transportation
Barbara Martin, Montana State University

Others Presents: Marjorie Blewett, Montana Department of Transportation
Jan Barhite, Wyoming Department of Transportation
Wes Coulson, Wyoming Department of Transportation
Kathy McCarthy, North Dakota State University
Mary Marquart, North Dakota State University
Denver Tolliver, North Dakota State University

Wednesday, July 12

The meeting was called to order by President Neal Christensen. President Christensen welcomed everyone and conducted a roll call.

Guests were introduced - Denver Tolliver and Kathy McCarthy are joining the meeting today representing the Mountain-Plains Consortium.

President Christensen reviewed the agenda and asked for additional agenda items to be added. Neal also noted that agenda item 1. Election of Officers would be moved to Thursday's agenda.

TEL8/MPC

President Christensen asked Doug Benson to explain to the Board the MPC connection. Doug indicated that MPC Director Denver Tolliver and Administrative Secretary Kathy McCarthy are joining the meeting today to discuss the TEL8/MPC strategic planning issues and how to collaborate activities. Doug and Julie Rodriguez met with the MPC Board at their meeting this morning. Doug asked Denver to elaborate on the plan for MPC short courses.

Denver noted that the MPC is very interested in a long term strategy to offer short courses - this is an issue that has been addressed over the past couple of years. Discussion followed on the concept of a longer term relationship, finding common areas of interest, faculty and developing new courses. It was suggested that the MPC universities meet with Julie to discuss topics for short courses; present topics to TEL8 for selection and MPC would develop those courses over the next 3-4 years. It was noted that the Graduate Program would stay in place.

Julie mentioned that short courses should be designed to fill technical training needs. Several topics were discussed. The TEL8 Board should decide on the number of courses to be offered. (Note: Short courses are not in the budget.) Denver suggested that a 'quick list' of courses be put together from the universities perspective. Neal noted that there is a need to discuss barriers; what do we want to accomplish; funding issues.

Funding Support - discussion. Julie indicated that a flat fee could be charged per course; courses could be paid for out of pooled funds. The Board will incorporate the short courses into the budget.

Neal noted that it is evident that MPC feels they are ready to proceed with offering the short courses. Poll the DOT's on how they feel about the issue. David Talley, Duane Bentz and Marjorie Blewett all agreed that we should proceed with planning the short courses.

Ayman Smadi has volunteered to serve as the MPC liaison to the TEL8 Programming Committee.

Neal asked about the timing issue of preparing to offer the short courses. Denver stated that within the next 6 months MPC will develop a list of courses and find faculty interested in teaching the selected topics. The DOT's would select which topics to be covered and then MPC would proceed. Long term - between now and next year. Short term - some areas could be prepared to begin this year.

Neal asked the university members to list topics of interest for the short courses.

Peter Martin, University of Utah, indicated they are now offering a new course in technical writing; other topics could be statistical methods, traffic signal systems; signal optimization.

Ayman Smadi, NDSU, noted that in addition to those topics mentioned by Peter, construction zone traffic management and working with FHWA on ITS planning are other areas to consider.

Khaled Ksaibati, University of Wyoming, mentioned topics of pavement materials and design; long term pavement performance; data pave; bridge area and bridge management.

Richard Gutkowski, Colorado State University, noted topics of hydraulics; environmental issues and bridges.

Neal suggested that the list be taken to the Programming Committee. Julie asked how many courses the Board would like to pursue. Discussion. It was agreed by the Board members to offer 3 courses per year. Duane suggested that each DOT prioritize the list of topics.

Neal posed the question to the Board: Do we want to proceed? All members are in agreement to proceed. Julie was asked to take the lead on this project; compile a list of topics and present it to the DOT's.

Denver noted that MPC will still offer courses and maybe a Graduate Certificate of Completion could be offered to those who complete the courses.

Montana & South Dakota University Partnerships

Doug noted that there has been some previous discussion on approaching Montana State University and South Dakota universities regarding partnerships with TEL8. Discussion. Marjorie Blewett, MTDOT, indicated that Barbara Martin has had discussions with MSU but she noted there always seems to be roadblocks. It appears that there isn't much interest from MSU. Perhaps there is another school in Montana that may be interested. It was also suggested that the School of Mines in South Dakota may be interested in TEL8.

Role of Program Director

Julie noted that involvement with the Programming Committee has been mainly just the DOT's. She would like to see the universities become more involved.

Neal asked about the use of the TEL8 system over the past year. Doug indicated that its been about 90% DOT usage as MPC has been getting reorganized.

Neal stated that he's very appreciative that MPC and TEL8 could meet together and is looking forward to MPC becoming more involved with the Programming Committee.

Doug noted that one of the initiatives MPC discussed was to draw on the success of TransX on the DOT side and develop a 'MPC-X and make it available to DOT's and other universities.

Denver thanked the Board for allowing them to join the meeting and Neal extended the Boards thanks to Denver and Kathy for their participation.

Programming

Julie referred to page 11 in the TEL8 1999-2000 Annual Report and reviewed the TEL8 training schedule for the past year.

Accomplishments

Standing monthly events are InfoX and TransX. The difference between the two is that InfoX is a topic oriented series and TransX is more an 'interest area' based series geared to specific areas such as finance, research, etc. and is a peer-to-peer event. TransX is going very well and targets groups of people who are unable to travel and seems to be a good way of getting these people together. The Programming Committee also meets monthly over the system. The meetings are relatively well attended by the DOT representatives.

In addition to the standing events, there were four Leadership Development Institute Workshops; three FranklinCovey Seven Habits Workshops; five FranklinCovey What Matters Most Workshops; and one National Highway Institute (NHI) Course (SuperPave). There were no MPC Courses or Special Events. Julie noted there have been some difficulties with NHI courses, but discussions continue on expanding the NHI offerings over TEL8. FranklinCovey courses have been going well; Julie is a certified instructor. Julie also stated she is looking for a new calendar system for TEL8 to utilize.

Three Graduate courses are planned for Fall 2000 and as previously mentioned, the TEL8/MPC partners will be considering re-designing graduated courses into short courses to meet the needs of the DOT's and for the video conference format.

The TEL8 website has event information and has proved valuable for participants and TEL8 supporters to facilitate attendance at events. It was noted that the web site is currently being redesigned and Doug asked everyone to take a look at it and forward any comments about the design to him.

Performance Measures/Programming Evaluation

Julie referred to the first tab in the binder and reviewed the TEL8 Programming Objectives, Performance Measures and Network Data needs. Copies of the monthly events schedule, summaries and event evaluations are included in this section.

Neal suggested that the programming objectives discussion should be addressed tomorrow when planning and directions for the upcoming year will be discussed.

Performance Objectives - number of people served; hours of programming offered; number of events offered; staff level reached; number (or percent) of new participants; and perceived value to attendee's job - were discussed. Neal suggested the Board members take a look at these measures and share the perspectives from both TEL8 and MPC. Consider four major areas: Activity, Cost to Provide, Results and Quality. It was noted this will be included in tomorrow's discussion on Objectives.

TEL8 Participant Orientation Video

The Board viewed the TEL8 video tape which was designed to familiarize new TEL8event participants on how to properly operate the system. The Board agreed that this will be a very useful tool for participants and instructors using the system. It will be distributed to all sites. Julie noted that she will be conducting a 'train the trainer' session for instructors. It was suggested that this also be taped for use by others.

Neal thanked Julie for her report and reminded the Board that there are two critical items to carryover to tomorrow's meeting 1) Programming Objectives and 2) Performance Measures.

Financial Report

Neal asked Duane Bentz, Finance Committee Chair to review the committees report. Duane referred to tab 3 in the meeting binder and also page 7 in the Annual Report.

The objectives and accomplishments of the committee were reviewed and discussed.

It was noted that the committee is working on the issues of financial reports for site managers; alternative funding sources for Program Director costs; and account management simplification. There was much discussion concerning communication costs.

Doug explained that because of the way we are billed for bridge use, line charges and long distance by AT&T and NDSU Telecommunications, it is quite a complicated process to break out the charges to individual sites. Also, there have been months when the wrong rates were charged which meant dealing with several credits which needed to be tracked back to the correct sites. Doug and Mary have met with NDSU Telecommunications staff and the TEL8 AT&T account representative and discussed ideas on simplifying the billing processes. Sites will be kept informed of progress in this area.

Doug presented a handout from AT&T which indicates credits in the amounts of \$15,936.47 and \$4,257.43 that will be distributed back to several sites.

Action Item - Neal asked that the Finance Committee and TEL8 staff monitor this situation and provide progress reports to the sites.

Technical Committee Report

Doug referred to tab 4 in the binder and page 9 in the Annual Report. He reviewed the report by Mitch Hoffart, Technical Committee Chair, on bridge performance, bridge expansion and bridge upgrade costs. It was noted that the committee is currently working on developing system performance measures and defining exactly what should be measured and how to best distribute the data and to whom. Such items include system dropouts during events, equipment failures - how are they related to the user and/or environment and usage per site and system wide. The graphs in the bridge report shows activity from July 1, 1999 through mid-June. The charts show dial-in, dial-out and total hours used; bridge activity by site; activity for DOT district sites; activity by non-TEL8 sites; and bridge activity by month.

Bridge expansion was discussed. UDOT currently has 3 district sites and is adding two more; WYDOT has five; and SDDOT is in the process of adding three district sites. It is noted in the report that the committee endorses an expansion of port capacity of the bridge and feels that it is important to move forward with a minimum four port bridge expansion. Included in the report are upgrade costs for a 4 port or 8 port upgrade.

Staff Reports

The 1999 TEL8 Annual Report was reviewed. Neal commented that the report looks good and thanked all of those involved for a good job in preparing it.

Pooled Fund Study

The guidelines for the new Pooled Fund Study were discussed. It was the consensus of the Board members to have a two year project from July 1, 2000 to June 30, 2002. Duane Bentz has been working with FHWA to get the paperwork in place.

Doug indicated that he has had discussions with NDSU Administration on overhead costs. Doug noted that at this point it looks favorable that NDSU will not charge overhead to the Pooled Fund Study.

Status of FHWA Liaison

Doug referred to tab 6 in the binder and reviewed the letter from J. Michael Bowen, FHWA Division Administrator regarding the relationship between Steve Busek from FHWA and the TEL8 Board. It is noted that FHWA will no longer provide a designated representative for the TEL8 Board, but Steve Busek will continue to act as primary contact person for TEL8. It was also noted that the TEL8 Bylaws be amended to delete FHWA as a Member of the Board. **Action item** - Neal stated that the issue of amending the bylaws be put on the mid-year meeting agenda. **Action item** - Doug was asked to send a letter to Steve Busek requesting his continued participation with TEL8.

DOT Districts/TEL8 Relationship

Issues related to this topic were discussed. It was noted that there have been no capacity problems with the DOT districts but the Board must recognize that this will become a concern as more district sites are added. The Programming Committee will be responsible for monitoring this issue.

WASHTO/TEL8

Julie referred to tab 8 in the binder. Julie reviewed the handout 'PeerX Program' which was developed by Doug Anderson of Utah DOT. PeerX would be an addition to the Infox and TransX programs and would be something that would be offered to the 17 WASHTO states. There was much discussion on this issue. It was noted that this idea is still in the concept stage. Neal suggested the Board think about what level of involvement the Board should have; do we want to endorse this concept; will this program add value to TEL8 and how can the relationship with WASHTO be strengthened. Neal noted that this is an objective issue and it will be discussed in more detail tomorrow. Julie commented that she will be attending the upcoming AASHTO RAC (Research Advisory Council) meeting and will be giving a presentation on TEL8.

Neal reviewed the items for tomorrow's agenda and asked everyone to consider what needs to be accomplished tomorrow.

A motion was made to adjourn the meeting until Thursday morning at 8:00AM. Motion was seconded. Meeting was adjourned.

Thursday, July 13, 2000

Neal re-convened the meeting at 8:15 a.m. and reviewed the day's agenda.

Election of Officers

Neal referred to Page 16 in the Annual Report - Article V and VI of the TEL8 Bylaws and reviewed them. Neal asked Doug to report on the nominating committee. Doug noted the committee consisted of Neal Christensen, Ayman Smadi and himself.

Doug indicated that David Talley, Wyoming Department of Transportation, agreed to have his name placed in nomination for President. Neal asked for other nominations; there were none. Ayman Smadi made a motion that David Talley be named President. Richard Gutkowski seconded; motion was unanimously approved.

Dave Huft, SDDOT, agreed to have his name placed in nomination for Vice President; there were no other nominations. David Talley motioned that Dave Huft be named Vice President. Richard Gutkowski seconded and the motion was unanimously approved.

Khaled Ksaibati, University of Wyoming, agreed to have his name placed in nomination for Secretary/Treasurer.

There were no other nominations. Richard Gutkowski motioned that Khaled Ksaibati be named Secretary/Treasurer; Duane Bentz seconded and the motion was unanimously approved.

TEL8 Objectives for Upcoming Year

Expansion

Doug reported on expansion with Colorado DOT. There has been discussion with CDOT on joining TEL8 but nothing has materialized. It was decided that the approach should be from the DOT side rather than the universities. Neal suggested that Doug work with David Talley on a new approach to CDOT. David noted that he had talked with Doug Anderson of UDOT concerning interest among other DOT's joining TEL8. Richard indicated that his read on CDOT was that they are at a functional level and that the approach to them should focus on the positive involvement other DOT's have had.

Action item - Executive Director Doug Benson and President David Talley will work together on approach for CDOT.

Montana and South Dakota universities - Neal asked if there was anything to add to yesterday's discussion about expansion in this area. Denver had mentioned connecting with the School of Mines in South Dakota.

WASHTO/PeerX discussion. **Action item** - Dave Talley, Doug Benson and Julie Rodriguez will explore this issue in more detail and report back to the Board with recommendations. Neal suggested we come back to this issue later.

Committees

Finance Committee has instituted a Bridge Rental Policy. Discussion. Julie noted there is the possibility of a small conference this Fall over TEL8. It was also suggested that we take a more aggressive approach in order to utilize full bridge capacity.

Doug commented on the funding and billing structure of TEL8. Discussion.

Long range funding strategies were discussed. The Finance Committee will take the lead in seeking alternative funding sources.

Technical Committee will monitor and evaluate bridge expansion. Doug will work with the Technical Committee on this. They will also assess Internet Protocol (IP). Discussion.

Operating Objectives

Neal distributed a handout - TEL8 Objectives and Structure Recommendations. Neal asked that this be used as a baseline from which to work to develop and adopt Operating Objectives for 2000-2001. Richard suggested the Board go through and discuss each item and modify as necessary. Discussion. The objectives as presented were discussed and revised.

Neal asked how soon the changes could be sent to Board members? It was decided that staff and Executive Committee will have them distributed by mid-August.

Special Presentations

Doug presented a TEL8 plaque to outgoing Board Member Duane Bentz, NDDOT, in appreciation for his participation and service as a member of the Board from 1998-2000. Joel Wilt has been named the new Board representative from NDDOT.

Kathy McCarthy was also presented a plaque in appreciation for her years of service as Executive Secretary to TEL8 from 1992-2000. Kathy will remain with the UGPTI at NDSU but TEL8 duties have been reassigned to Mary Marquart. The Board members thanked both Kathy and Duane for their outstanding contributions to TEL8.

Budget/Finance

Neal noted that the goal for today is to finalize the TEL8 budget for the upcoming year.

Neal indicated there are two major issues to discuss: 1) Program Director funding and 2) funding proposed short courses.

Neal explained some of the issues surrounding the program director position funding. Carryover funding from the satellite capacity revenues was used until it was depleted earlier this year. At that point the DOT's agreed to fund the position through July. A decision needs to be made - how do we wish to continue with this and how will we fund the position? Discussion. It was noted by Doug and Duane that the Finance Committee recommends the Program Director position funding become part of the budget. Doug referred to tab 12 in the binder - 2000-2001 TEL8 Network Budget Executive Summary. He noted the budget breakdown which shows \$18,000 (\$3,600 per DOT) for the Program Director's salary. It was noted there are no other sources to fund the position. Neal noted that he feels the program director function is strong and that it should be funded through the pooled funds. Neal polled the DOT's. NDDOT, WYDOT and UDOT all support this. SDDOT - not present. MTDOT - Marjorie indicated she agrees also, but suggested this amount be rolled into the Network Access, Administrative and Programming area of the budget. All were in agreement on this issue. Khaled noted that the DOT's benefit more than the universities from the Program Director position. Universities budgets are shrinking while TEL8 expenditures are expanding. There has been approximately a 14% reduction in budgets for the MPC universities. Discussion. Neal indicated that this is an issue the Executive Committee should look into.

Discussion continued on funding the proposed short courses. Julie noted that each course would cost \$2,000 - \$4,000 (this figure comes from the cost range for NHI courses). It was agreed to budget for three courses at \$4,000 per course. The cost would be \$2,400 per year for each of the five DOT's. This will be figured into the base budget for the current year.

Budget Discussion

Doug referred to tab 12 in the binder and reviewed the information. Each site was provided a spreadsheet which shows expenses for July 1, 1999 through mid- June 2000. The costs are also shown in graphs with the notation that transmission cost are subject to reduction. Doug also distributed a handout from AT&T which indicates credits that have not yet been applied. These credits are detailed by month and site. Totals are \$15,936.47 (AT&T bill) and \$4,257.43 (NDSU bill). Doug just received this information and did not have an opportunity to discuss it in detail with the TEL8 AT&T representative. Doug and Mary will check into this and keep the sites informed.

Doug referred to the 2000-2001 TEL8 Budget Proposal. The Executive Summary was reviewed and discussed. Doug indicated that he is very optimistic at this point that NDSU will not charge any overhead costs to TEL8.

	<u>TEL8 Network</u>	<u>Per DOT</u>	<u>Per University</u>
Network Access, Administrative, Programming	\$ 138,404	\$ 16,169	\$ 14,267
Program Director Salary (DOT's Only)	\$ 18,000	\$ 3,600	0
Transmission Usage/Line Charge Estimate	\$ 25,000	\$ 2000-6000	\$ 2000-6000
TEL8 Network Budget Total	\$ 181,404	\$ 21,769-25,769	\$ 16,267-20,267

Doug noted that the proposed short courses would increase the total of \$181,404 by \$6,000-12,000.

Julie reviewed the estimated programming budget.

1 NHI Course	\$ 2,500
5 LDI Courses @ \$ 1,600	8,000
1 FranklinCovey Workshop	3,500
FC Certification Maintenance	<u>800</u>
Total	\$14,400

Julie indicated that the \$14,400 does not include funding for the short courses. She suggested that the \$2,500 for the NHI course and the \$3,500 for the FranklinCovey Workshop could be used toward the short courses (total \$6,000). Discussion.

It was the consensus of the Board to apply the \$6,000 from the Programming as discussed and also add another \$6,000 to the budget - making the total proposed budget \$187,404.

Duane Bentz motioned that the TEL8 budget proposal be accepted as presented - with an additional \$6,000 added and the one time shift of \$6,000 from the programming budget - totaling \$187,404. Ayman Smadi seconded; motion was unanimously approved.

Neal indicated the need to get things in place for funding. Duane is working with FHWA on the two-year pooled fund study. FHWA should be notifying the DOT's to indicate dollar amounts each site would contribute.

Other

Mid-Year Board Meeting

Neal suggested the Board discuss a mid-year meeting date. It was decided that January would be the target date for this meeting. Mary will send out calendars to everyone to find a date that works for everyone. The meeting will be held over the TEL8 System.

Annual Meeting

It was the consensus of the Board members that the Annual Meeting for 2000-2001 be held in April. This will allow time to discuss and prepare budgets and get things in place prior to the end of the fiscal year.

Neal thanked everyone for their dedication and hard work during his term as President.

Doug also thanked everyone - especially the outgoing officers and congratulated the new officers.

A motion was made to adjourn the meeting. Motion was seconded and meeting adjourned.

Respectfully Submitted,

Mary Marquart
Administrative Assistant

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Board of Directors

Dave Talley	Wyoming Department of Transportation (president)
Dave Huft	South Dakota Department of Transportation (vice president)
Khaled Ksaibati	University of Wyoming (secretary-treasurer)
Neal Christensen	Utah Department of Transportation
Ken Heitkamp	North Dakota Department of Transportation
Richard Gutkowski	Colorado State University
Barbara Martin	Montana Department of Transportation
Peter Martin	University of Utah
Ayman Smadi	North Dakota State University

FHWA Liaison

Steve Busek	FHWA, North Dakota Division Office
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NDSU TEL8 Staff

Doug Benson	Executive Director
Julie Rodriguez	Program Director
Mary Marquart	Administrative Assistant
Mitch Hoffart	Network Technician