

A REPORT ON THE

Mn/DOT

MATERIALS ENGINEERS' ORGANIZATION

September, 1992

FORWARD

This report updates and revises the July 1987 document entitled "A REPORT ON THE ORGANIZATION OF THE MATERIALS ENGINEERS' COMMITTEE". The revisions are intended to improve the efficiency and effectiveness of the Mn/DOT Materials Engineers' Organization. Suggested revisions were developed by an Ad Hoc Subcommittee consisting of Steve Oakey, Ken Wasnie, Roger Olson, George Cochran, and Joe Meade. These revisions were adopted at a special Materials Engineers' Committee Meeting held on September 1, 1992 at the Ramada Inn in St. Paul.

INTRODUCTION

At the February 1987, Transportation Conference a designated group of Materials Engineers and Assistant District Engineers met to discuss the future direction and need for formalizing a statewide Materials Engineers' Committee.

It was clear from this meeting that there was a need to establish a formal organization while still maintaining a strong relationship between the Mn/DOT Central/Maplewood Office and Districts. After listing some of the benefits of organizing, the Assistant District Engineers encouraged the group to formally organize. Some of the benefits that were mentioned are listed below:

- More effective resolution of problems.
- Ability to make all members accountable.
- Clear definition of responsibility.
- Improved recognition of the group.
- To promote cooperation between Materials Engineers within Mn/DOT.

As a result of these discussions and encouragements an organization committee was formed and given the following charge:

- To evaluate the direction and emphasis of the Materials Engineers' Committee.
- To make recommendations with respect to the future purpose, structure, direction and relationship of the Materials Engineers' Committee.

- The July 1987 report documents those recommendations and was prepared by the Organizational Committee consisting of:

Ray Adolfson - C.O. Geotechnical Engineer

Steve Baker - District Materials Engineer

George Cochran - C.O. Pavement Engineer

Paul Jensen - C.O. Engineer of Tests

Steve Oakey - District Pavement Engineer

Sylvester (Bud) Wyborny - District Materials Engineer

CONCERNS/OBJECTIVES WITH MAINTAINING THE UNITY BETWEEN THE DISTRICT MATERIALS/PAVEMENT SECTIONS AND OFFICE OF MATERIALS RESEARCH & ENGINEERING

One of the main objectives/concerns of the organizational committee was "that the close ties that have developed between the District Materials/Pavement sections and the Office of Materials Research & Engineering section be left intact and possibly enhanced". In conjunction with this concern the committee feels that it would not be practical or desirable to develop this organization without having Office of Materials Research and Engineering personnel involvement with full voting privileges. By involvement of Mn/DOT Central/Maplewood Office personnel, it is hoped that the continued exchange of ideas, cooperation, information and dependency between the Districts and Central/Maplewood Office will be maintained or enhanced.

Special Note:

The committee also recognizes the need for its structure to be flexible to independently resolve issues that may be unique only to the District or Central/Maplewood Office. Special issues of this nature will be resolved by a special task group of those individuals without full committee action.

PURPOSE OF ORGANIZING THE DISTRICT PAVEMENT/MATERIALS AND THE OFFICE OF MATERIALS RESEARCH AND ENGINEERING

PURPOSE

Having recognized the benefit of sharing experiences and discussing general materials/pavement engineering topics of mutual interest, the Districts and Mn/DOT Central/Maplewood Office Pavement/Material Engineers have been meeting informally several times a year since the 1970's. However, in 1987 it became quite clear, that a formal type of organization would better address the current pavement/materials type challenges and would also provide a vehicle for transfer of this challenge.

Listed below are some of the major goals/purposes of this organization:

1. Focal point to which other organizations can make inquiries to.
2. Will provide a means for making all members accountable.
3. Will be able to make more effective resolutions of problems.
4. Will be able to utilize the concept of "two heads are better than one", "group communications to exchange ideas and obtain information".
5. Will be able to have a designated line of authority.
6. Provide a means for organizational recognition.
7. A means for strengthening relationship/communication between this organization and others.
8. To provide strong leadership in appropriate areas.
9. To provide a means for distributing appropriate information.
10. To achieve personal development.
11. To stay abreast of new technology and methods.
12. To influence policy and procedures.
13. To broaden perspective of what's going on in Mn/DOT through exposure to other organizations.
14. To respond to emerging issues.

The membership of this organization will consist of Materials related Mn/DOT Principal Engineers with representatives from Central/Maplewood Office Materials & Districts/Divisions. Other participants will attend as necessary when topics affecting their areas are discussed. It is assumed that not all participants would be required at any given meeting. It is the organization's desire to solve issues on an ongoing basis with a smaller workable group. However, if a larger group is required an annual workshop of members and all participants would be scheduled. Decisions to take action on issues will be made by the members of the Materials Engineers' Organization by a majority vote.

It is emphasized that involvement through the Assistant District Engineers and the Office of Materials Research & Engineering will be achieved in a variety of forms including this organization structure.

MATERIALS ENGINEERS' ORGANIZATION

Voting Members

District & Metro Division Materials/Pavement Engineers
Research Representative (Physical Research)
Geologist (Drainage)
Pavement Design Engineer
Concrete Engineer
Bituminous Engineer
Foundations Engineer
Grading, Base & Construction Engineer
Materials Analysis Engineer (NDT)
Pavement Management Engineer
Aggregate Engineer
Research Operations Engineer (MN Road)

Other Participants

As necessary.

OFFICERS

For the first year (1987) of operation, the chair, vice-chair, and past chair were elected by the voting members of the organization. The vice-chair succeeds to the chair the following year. After the first year of operation, a new vice-chair is elected on an annual basis. Each organization voting member will be given the opportunity to serve before second terms are allowed. Tie votes will be decided by the discretion of the chair. Officers will be announced in writing each year by the outgoing chair.

The chair's responsibility will include:

- 1) Chairing each meeting of the Materials Engineers' Organization.
- 2) Developing agenda for each meeting.
- 3) Representing the Materials Engineers' Organization as required at other meetings.
- 4) Chair the Executive Subcommittee.
- 5) Prepare Annual Report of Accomplishments.

The meeting's secretarial duties will rotate with each meeting. Each organization member will serve in that capacity before repeating (chair is exempt). It is the secretary's responsibility to prepare and distribute the minutes of the meetings within 3 weeks after the meeting. A schedule will be developed by "random draw" of the organization members.

EXECUTIVE COMMITTEE

The Materials Engineers' Executive Committee will be comprised of the Organization Chair, Vice Chair, past Chair, and Project Managers. The Organization Chair will chair this Committee. The Vice-Chair will be the secretary. The role of the Executive Committee is to:

1. Recommend strategy for handling issues and make assignments to appropriate project managers.
2. Review and finalize recommendations on issues subject to review and approval of the Organization.
3. Communicate actions to Assistant District Engineer and Director of Materials Research and Engineering and to receive communications from them.
4. Handle and transact those items of business which cannot wait until one of the full organization meetings.

This Committee will insure timely resolution of issues and general direction of the organization. Resolution of major issues will come from the organization as a whole and liaison with item (3) above will be ensured. Executive Committee charges to Project Managers will be in a written format.

PROJECT MANAGERS

Three Project Managers shall be established to manage issues that need study and recommendations. The Project Managers shall be voting members of the Materials Engineers' Organization and appointed annually by the Executive Committee at the summer meeting after soliciting volunteers. No restrictions are placed on Project Managers with respect to Maplewood vs. District/Division place of employment.

TASK GROUPS

The Project Managers shall establish Ad Hoc Task Groups to study and resolve issues assigned to the Project Manager from the Executive Committee. The intent is to allow the Project Managers to establish Task Groups of the best personnel for the issue. Membership of the Task Group is unrestricted. Voting members of the Materials Engineers Organization are encouraged to participate and will be polled at the Summer meeting to determine their interests and provide a resource pool for the Project Managers. The Executive Committee will assign study issues to the Project Managers by any means they deem appropriate, the assignments shall be documented in writing.

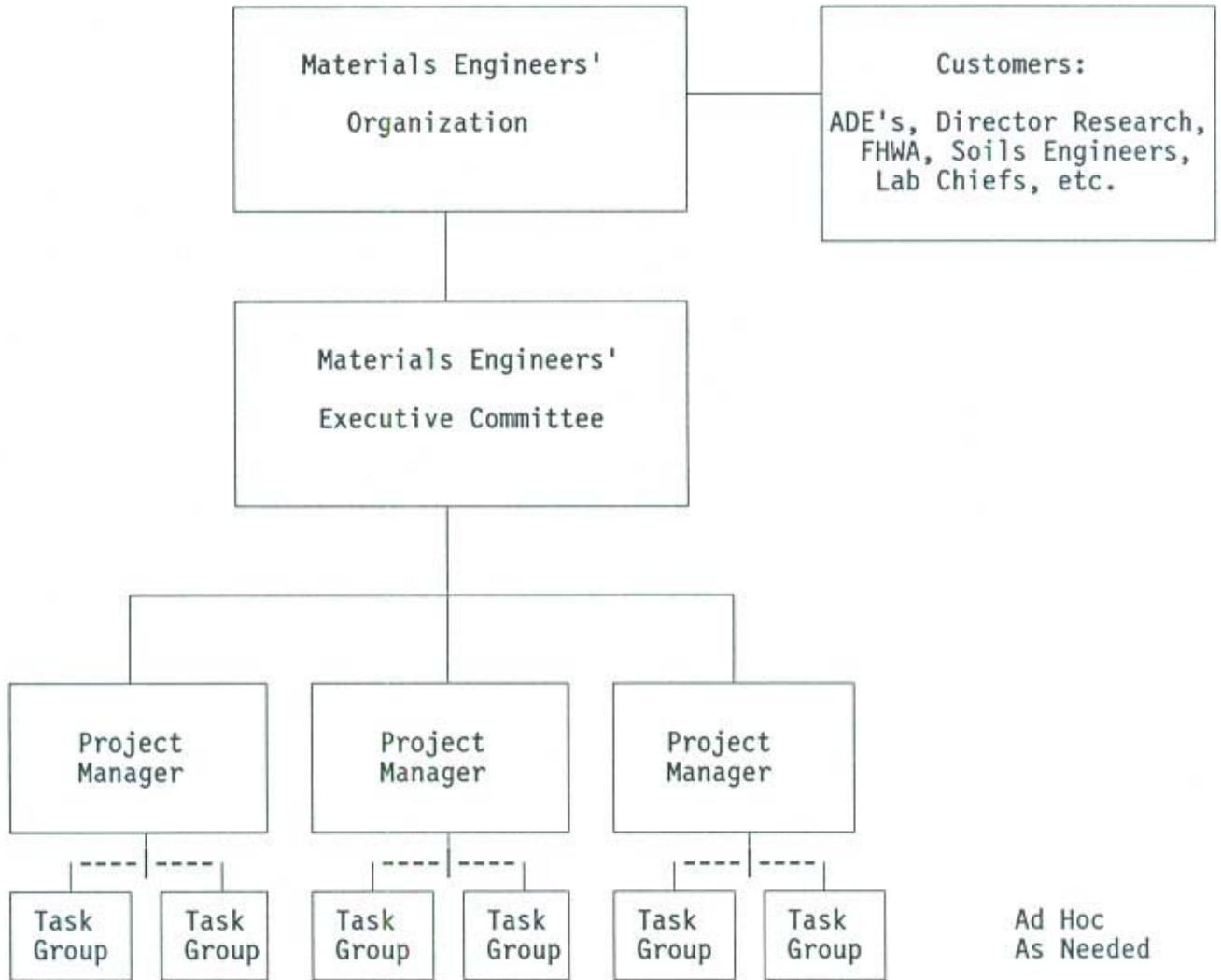
Each Task Group will:

- 1) Review, study and report to the Project Manager/Materials Engineers' Organization on matters referred to them and activities discussed.
- 2) Identify issues and provide recommendations where they feel action by the Materials Engineers' Organization is needed or desirable.
- 3) Act as a resource group for other Mn/DOT Committees and Task Groups.

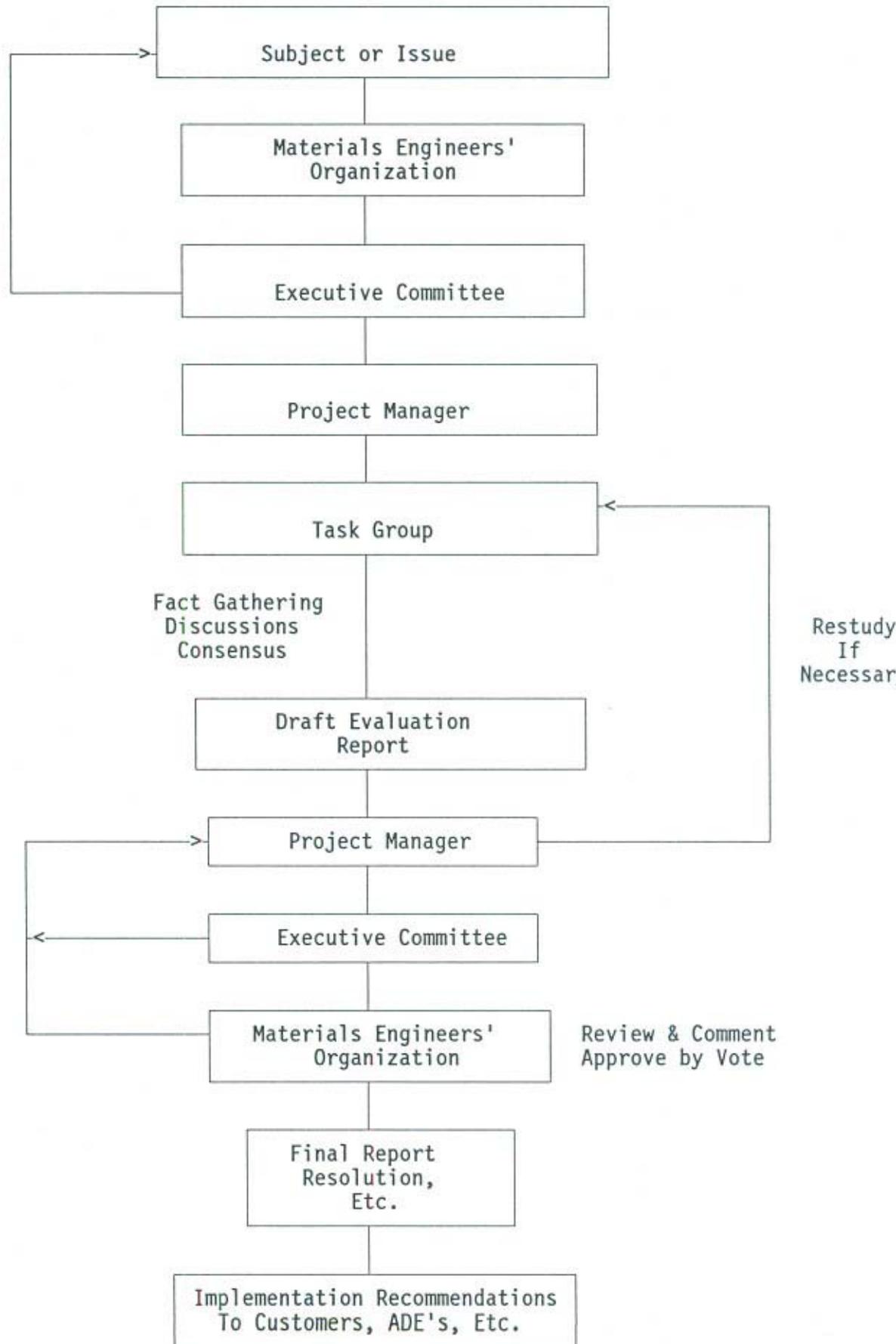
Each Task Group shall be responsible for producing a usable product as appropriate to the topic studied. As a minimum, the product produced shall include:

- Topic Definition.
- The Reason the topic was studied.
- Who was involved.
- The conclusions and rationale supporting those conclusions.
- Recommendations for implementation, and follow-up including designating a person to be responsible for implementation.

MATERIALS ENGINEERS' ORGANIZATION
COMMITTEE and TASK GROUP
RELATIONSHIPS



TYPICAL TASK GROUP OPERATION



MEETINGS

- Meetings will typically be held three times a year and will usually be of two day duration, beginning in the morning of the first day and adjournment will be early afternoon of the second day. This will allow for travel to and from the meeting site and also provide an opportunity for presentation of information during the first day and follow up discussion and/or action on the second day. Special meetings may be required as the need arises.
- The agenda is to be assembled by the chair and vice chair and distributed at least two weeks in advance of the meeting. Agenda should clearly identify action issues separate from information issues and discussion issues.
- The meeting days will be held the 2nd week of the months of February, May and October. (This is a general guideline and meeting dates may vary).
- Typically, the summer meeting will be held in an outstate district and the winter/fall meetings held in the Minneapolis/St. Paul metro area.
- Minutes of the meeting shall be distributed by the meeting secretary to all members, and other participants. Others to receive the minutes include: Assistant District Engineers and Administrative Engineers in the Materials Research and Engineering Area.

Reportability

The outgoing chair of the Materials Engineers' Organization will publish an annual report listing the accomplishments of the Organization.

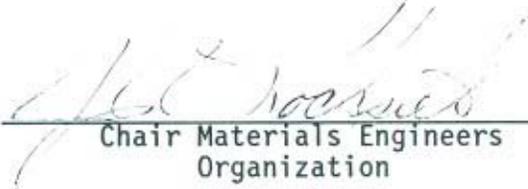
Each Project Manager will provide an annual written record of accomplishments for their task groups to the Executive Committee Chair.

Liaison for the Materials Engineers' Organization will be formally with the Assistant District Engineers, Soils Engineers and Lab Chiefs. Because of the nature of the organization structure it will also keep the Director of Materials Research and Engineering informed of all recommendations. Liaison with others will occur as issues are brought before the organization and input is requested.

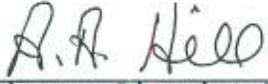
The following are invited to attend all regular meetings:

ADE (Materials Liaison)
Director Office of Materials Research and Engineering
Pavement Engineer
Geotechnical Engineer
Federal Highway Administration Representative
Director Physical Research
Materials Engineering Section Manager
Soils Engineers Chairperson

Adopted September 1, 1992 by the Materials Engineers' Organization.


Chair Materials Engineers
Organization

3/25/93
Date

I concur: 
Assistant District Engineers
Materials Representative

3-25-93
Date

