



## **Executive Committee Meeting Minutes**

February 5, 2021  
10:00 am – 11:00 am CST

Held via web conferencing software (Zoom)

**Call to Order:** by Chandra Bhat, President

### **Attendance:**

- Dr. Chandra Bhat, The University of Texas at Austin
- Dr. Shauna Hallmark, Iowa State University
- Dr. Marwa Hassan, Louisiana State University
- Mr. David Kack, Montana State University
- Dr. Michael Knodler, University of Massachusetts, Amherst
- Dr. Tom O'Brien, California State University, Long Beach
- Dr. Larry Rilett, University of Nebraska-Lincoln
- Dr. P.S. Sriraj, University of Illinois at Chicago
- Dr. Patrick Szary, Rutgers University
- Dr. Yin Hai Wang, University of Washington
- Ms. Traci Ulberg, MNW

### **Minutes Approval:**

Patrick Szary provided a brief overview of both the December 2020 EC Meeting and the January Winter Meeting. P.S. Sriraj moved to accept the December Meeting Minutes as written and Marwa Hassan seconded the motion. The motion passed unanimously.

### **Treasurer's Report:**

Treasurer Noreen McDonald was unable to attend the meeting. Traci Ulberg reported that 22 members were tentatively outstanding for the 2020-2021 membership year. Chandra Bhat reported that the awards and APTA fees totaled \$22,250.00 in January.

### **Post-TRB Meeting debrief and tying up loose ends:**

Traci Ulberg will circle back with ARBTA regarding the student videos. She will also coordinate with Noreen McDonald to ensure that the 2021 Banquet Sponsor Thank You's have been sent out.

Overall, everyone thought that the virtual banquet went really well. Allowing the students to speak in future meetings (via video) was also suggested.

### **Management Team Transition Update:**

Traci Ulberg reported that MNW had sent a brief 2-year contract to CUTC for review. CUTC is currently having it reviewed by legal counsel. She also reported that since the current bank is a regional bank, MNW will be switching to a national bank (US Bank) to ensure maximum flexibility in future years).



Other contract transition items continue to make progress and MNW is hopeful that the website will be fully transitioned within the next month and a redesign initiated.

**Standing Committee and Task Force Reports:**

a. *Events Preparation Committee: Rilett/Szary/O'Brien*

Chandra Bhat thanked the Events Preparation Committee for their recent work on the Virtual Banquet. Larry Rilett reported that while CUTC now knows how to do a virtual banquet, he hoped that future events would be held in-person. He also thanked everyone for their support in executing the event.

David Kack provided a quick update on the Summer Meeting. He has gotten numerous questions regarding the feasibility of hosting an in-person summer meeting as many universities still have travel bans in place. He will work with MNW to conduct a brief survey for CUTC members asking if they will be able to attend a June 2021 meeting. There was also concern that federal personnel would not be able to attend and participate in required meetings. Pending the survey results, the decision will be made to move forward with planning or try to post-pone another year. The Events Preparation Committee will meet prior to the March EC Meeting to formalize a recommendation.

Tom O'Brien provided a brief update on UTC reporting and journal submissions. Created with input from individuals who have had problems publishing, he has prepared a survey which he shared with EC members. He requested feedback from the EC by Monday. He will share survey with UTC project PIs. State DOT's are also interested in this subject as there is concern that projects they are funding are also being rejected.

b. *Activities Coordination Committee: Sriraj/Wang/Hallmark*

P.S. Sriraj reported that progress has been made on the Social Justice Workshop Series. The first webinar will be held on February 22<sup>nd</sup>. There will be 3 panelists and 1 moderator (Neil Pedersen, TRB). The third panelist is still outstanding and EC members made a few suggestions. P.S. Sriraj will coordinate marketing efforts with MNW.

Additionally, Chandra Bhat suggested that CUTC reach out to partner organizations to see if they would like to be listed as co-host of the event. He will reach out to ARTBA RED, TRB and ASCE T&DI while Tom O'Brien will reach out to ENO & AASHTO.

c. *Awards Committee: Hassan/Knodler/Kack*

No activities reported

d. *Workforce Development Task Force: Rilett*

No activities reported

e. *Nominating Committee: Bhat/O'Brien*



No activities reported. MNW will send nominating committee reminders as needed to keep the process on track.

**Strategic Partners/Alliances Reports:**

- a. ASCE T&DI: Wang  
Yinhai Wang summarized the MOU between CUTC and ASCE. Chandra Bhat had forwarded MOU to EC and asked for final feedback by Monday, February 8<sup>th</sup>.
- b. AASHTO RAC: O'Brien  
Tom O'Brien continues to sit on the AASHTO RAC Collaboration and Coordination Committee. They continue to be aware and show interest in the journal publication issue.
- c. ENO Foundation and Transportation Weekly: O'Brien  
ENO cancelled the Leadership Development Conference for 2021 so CUTC will not be sponsoring a competition for CUTC students this year.

**Other items**

- d. Larry Rilett reported that he will be taking on the inaugural role as Director of the Auburn University Transportation Research Institute later this summer. Auburn University will shortly be joining CUTC as its newest member.
- e. March EC Meeting will be on March 5, 2021 at 10:00 CST.

**Action Items Summary:**

- David Kack will work with MNW to draft an event survey for the Summer Meeting. MNW Will distribute.
- EC Members will respond to Tom O'Brien by COB Monday, February 8<sup>th</sup> with feedback on the Journal Submission Survey.
- EC members will respond to Chandra Bhat with any questions or comments on the CUTC-ASCE MOU by COB Monday, February 8<sup>th</sup>
- Sriraj will confirm 3<sup>rd</sup> speaker for first Social Justice Workshop ASAP and forward information to MNW. MNW will finalize flyer and social media outreach items.
- Tom O'Brien (ENO & AASHTO) and Chandra Bhat (ARTBA RED, ASCE T&DI and TRB) will ask organizations if they would like to be included as sponsors/supporters of the webinar series. They will respond back to P.S. Siraj and Traci Ulberg to ensure they are included in marketing materials.
- Larry Rilett will send out a meeting invitation for an Events Preparation Committee meeting to finalize Summer meeting recommendations (prior to the March EC Meeting).

**Adjournment** (adjourned at 11:00 am CST)