



Executive Committee Meeting Minutes

March 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
- Mr. David Kack, Montana State University
- Noreen McDonald, University of North Carolina at Chapel Hill
- 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. Yinhai Wang, University of Washington
- Ms. Traci Ulberg, MNW

Minutes Approval:

Patrick Szary provided a brief overview of the February meeting minutes and action items. David Kack moved to accept the February meeting minutes as written and Tom O'Brien seconded the motion which passed unanimously.

Treasurer's Report:

Noreen McDonald reported that the number of outstanding membership dues has decreased since February with only 11 currently outstanding. The outstanding centers have been re-invoiced. She also noted that the new bank account had been opened and all financial data had been transferred from ARTBA to MNW.

Noreen reviewed the budget for 2020-2021 that she and Traci Ulberg had drafted. A formal budget for this year did not exist previously. For comparison purposes, Larry Rilett has a copy of a previous year's budget and will share it with Noreen. Tom noted that the travel line-item had historically been for Executive Committee (EC) travel while on CUTC business. Any travel requests should go through the CUTC treasurer for approval.

Noreen suggested that Winter Banquet sponsors be contacted earlier in the event planning process giving them more flexibility in the timing of their sponsorship donation. Larry noted that a funds surplus likely existed from the past few years. After a brief discussion it was suggested that a future meeting be dedicated to discussing how fund overages could be used.

Standing Committee and Task Force Reports:

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

David Kack reported that following a survey of CUTC members about Summer Meeting attendance, it was decided to hold the Summer Meeting virtually. The decision was made via email with EC members



as the 2021 host site facility had offered to move the dates with no penalty (but they needed to know before the scheduled March Executive Committee meeting).

David noted that an abbreviated virtual meeting would likely be best. A Business Meeting, USDOT meeting and one or two other topics would make sense. Any expanded content would wait until we can meet in person.

It was still unknown if the Miami 2022 hosts could change to 2023. Larry volunteered to discuss schedule options with Miami. He will also send an invitation to committee members to begin making plans for the Summer Virtual Meeting.

b. Activities Coordination Committee: Sriraj/Wang/Hallmark

Sriraj reported that the first webinar in the Social Justice Workshop Series – Changing the TIDE in Transportation – was held on February 22nd. The Activities Coordination Committee, as well as the webinar speakers, have received positive feedback. Work continues on the second webinar that will have a theme of “Building a Supportive Community.” Carol Lewis will serve as moderator for the next webinar which is tentatively scheduled for the end of March.

The Activities Coordination Committee has also discussed what additional activities they can be doing going forward. Some ideas include:

- How can we better coordinate CUTC and USDOT activities?
- Pertaining to the next competition – How will equity play into USDOT priorities? Could we invite Secretary Buttigieg to speak at the Summer Meeting and/or the final Social Justice Workshop Series webinar?
- Create and distribute survey to CUTC membership about they would like to see/hear in future webinars.
- Have former minority Student Award Winners or Faculty Award Winners reflect on their experiences via videos that can be distributed via the CUTC website.

c. Awards Committee: Hassan/Knodler/Kack

No activities reported

d. Workforce Development Task Force: Rilett

Most work force activities were put on hold due to the COVID-19 pandemic. Tom O’Brien quickly reviewed where they had left off with tasks including collaboration on a virtual event with European Partner – SKILLFUL – to address workforce issues in transportation. It was suggested that a workforce session at the Summer Meeting might be helpful.

e. Nominating Committee: Bhat/O’Brien

Tom O’Brien reported that the Nominating Committee had a call later today. They will prepare a slate of candidates to present to the EC in the next few weeks.

Strategic Partners/Alliances Reports:

- a. AASHTO RAC: O’Brien/Bhat/ Philbrick



Tom reported that AASHTO RAC was still interested and supportive of the journal submission issue. He has also had numerous state DOTs request additional small-group discussion on the subject. ASHTO also was a supporter of the February “Changing the TIDE” webinar.

- b. ARTBA Research & Education Division (RED): Bhat
ARBTA was a supporter of the webinar.
- c. ENO Foundation and Transportation Weekly: O’Brien
ENO signed on as a supporter of the February webinar. They have tabled this year’s leadership development conference.
- d. ASCE T&DI: Wang
The CUTC/ASCE MOU continues to be reviewed by ASCE T&DI.

Other items

- a. Journal Submission Survey
Tom reported that the survey was closed and they received about 20 responses with good qualitative data that they can share with DOT. Additional discussion was held outside of the survey via email and those conversations will also be captured. It is thought that the narrative should outline how people have historically interacted with journals, what response they have gotten, etc. The planning industry journals appear to be more of a challenge than engineering journals. The journal submission discussion could continue at the Summer Meeting with the goal to hand information to USDOT to use when they are negotiating with journal publishers.
- b. New Website
Traci gave a quick overview of the new website and asked for input from EC members (beta version here – <https://mycutc.org/>). Highlights include updated website security, membership renewal module, streamlined navigation and integration with social media feeds. It is expected to be launched within the next 7-10 days. It was suggested an Instagram account be considered in the future.
- c. April EC Meeting will be held on April 9th at 9:00 am CST.

Action Items Summary:

- Finalize 2020/2021 and 2021/2022 budgets (Noreen McDonald, Larry Rilett, Traci Ulberg)
- Continued follow-up on outstanding (11) membership dues. (Noreen McDonald & Traci Ulberg)
- Larry Rilett will reach out to the Miami Summer Meeting hosts and see if they would be willing to move their meeting from 2022 to 2023.
- Larry Rilett will coordinate a meeting of the Events Preparation Committee to begin work on the virtual Summer Meeting
- Sriraj will confirm dates/times for March webinar and send those to Traci for logistics coordination.
- Create value proposition survey for members to ask what activities they would like to see hosted/supported by CUTC. (Sriraj)



- List of candidates to EC Committee members by March 15th (Chandra Bhat & Tom O'Brien)
- Special Discussion Items to be added to April EC Meeting agenda:
 - How can we use fund overages?
 - How can we better coordinate CUTC and USDOT efforts/activities?
 - What can we add value to CUTC membership?
 - What workforce activities can we restart?
 - Designate new board member to take-over coordination of AASHTO RAC and TRB from Tom O'Brien (his term expires in June).
- Traci Ulberg will send announcement to CUTC membership about the Summer Meeting (change to virtual) and the March webinar.
- New website launched by the middle of the month. (Traci Ulberg)
- Finalize MNW/CUTC contract. (Chandra Bhat & Traci Ulberg)

Adjournment (adjourned at 11:02 am CST)