



Executive Committee Meeting Minutes

April 9, 2021

9:00 am – 10:00 am CDT

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
- Dr. Michael Knodler, University of Massachusetts
- Dr. Tom O'Brien, California State University, Long Beach
- Dr. Larry Rilett, University of Nebraska-Lincoln (Vice-President)
- Dr. P.S. Sriraj, University of Illinois at Chicago
- Dr. Patrick Szary, Rutgers University (Secretary)
- Dr. Yinhai Wang, University of Washington
- Ms. Traci Ulberg, MNW (Executive Director)

Minutes Approval:

Patrick Szary provided a brief overview of the March meeting minutes and action items. David Kack moved to accept the March meeting minutes as written and P.S. Sriraj seconded the motion which passed unanimously.

Treasurer's Report:

Noreen McDonald was unable to attend this meeting. Traci Ulberg provided the current balance of the checking account (\$201,446.60). The number of outstanding membership dues has continued to decrease since March with nine currently outstanding. EC Members volunteered to personally contact the outstanding centers. Traci provided a list with names/contacts to the board members that volunteered (see below). Traci will also coordinate with Noreen to ensure there isn't duplication of efforts.

Outstanding Member University	Point of Contact on Record	EC Member to Contact
Marshall University	Dr. Wael A. Zatar	Tom O'Brien
Purdue University	Mr. Srinivas Peeta	Chandra Bhat
University of Illinois at Urbana Champaign	Mr. Christopher Barkan	P.S. Sriraj
New Jersey Institute of Technology	Dr. Lazar N. Spasovic	Pat Szary
Rowan University	Dr. Yusef Mehta	Pat Szary
Utah State University	Dr. Paul C. Barr	Pat Szary
The University of Texas at El Paso	Dr. Soheil Nazarian	Pat Szary
University of Kansas	Steven Schrock	Larry Rilett
University of Wisconsin - Madison	Dr. Teresa M. Adams	Larry Rilett



Standing Committee and Task Force Reports:

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

Larry Rilett reported on the Events Preparation Committee progress for the Summer Meeting. Dates will be the same as previously scheduled – June 15th/16th. He has coordinated with USDOT and they would like to have their meetings on one day (Day 1) for two hours. The following day (June 16th) will be the CUTC meeting with a General Membership Meeting, a TIDE Webinar Report, and a Journal/Copyright Seminar.

He suggested that the meetings begin at 1:00 pm Central Time (similar to last year). Traci Ulberg had sent out a survey to members about desired topics for discussion. To date, little feedback had been received and she will resend that to the membership list within the next few days along with a Save-the-Date for the event.

Some discussion centered on the keynote speaker. Attempts had been made to request Secretary Buttigieg with no feedback thus far. It was decided to ask Secretary Buttigieg to speak at the Winter Meeting and invite newly appointed Deputy Assistant Secretary for Research and Technology, Robert Hampshire. Traci Ulberg will continue efforts to reach Buttigieg and Larry will reach out to Hampshire.

Traci briefed the committee on platform/presentation options and it was felt that a simple web-based meeting platform that allows networking, document sharing, etc. would be best. It will also allow individuals outside of CUTC to view the final TIDE webinar.

b. Activities Coordination Committee: Sriraj/Wang/Hallmark

TIDE WEBINAR SERIES:

P.S. Sriraj reported on the recently completed (April 7th) 2nd TIDE Webinar. It was very well received and the recording is available on the CUTC website.

A third webinar is currently being planned and will be scheduled for the end of April. It will bring in a few UTCs to showcase what they are doing to increase inclusion and diversity within their programs. Sriraj suggested creating a dedicated section on the website to include diversity and inclusion resources. Traci will work on that.

The last webinar (in June) will feature all of the TIDE Webinar Steering Committee and will be hosted as part of the Summer Meeting.

VALUE PROPOSITION SURVEY:

Sriraj reported that he hasn't had time to draft the survey, but will begin working on it in the coming days/weeks.

c. Awards Committee: Hassan/Knodler/Kack

No activities reported



d. *Workforce Development Task Force: Rilett*

Many of the workforce activities that had been initiated in 2019/2020 were put on hold due to the COVID-19 pandemic. The EC took the time to revisit some of the past activities and discuss options for restarting programs.

Two pilot initiatives were being spear-headed by Montana State University and the University of Iowa pre-pandemic. Neither university has received their second payment. It was discussed that they had to complete the tasks associated with the payment before receiving the payment. David Kack (Montana State University) indicated that the initiative tied to their second payment had been delayed/postponed due to the pandemic.

Larry Rilett reviewed how Laurie McGinnis had arranged the initiative in the past. It was open to all CUTC members and was setup as a competition. A committee reviewed submittals and the CUTC treasurer was responsible for overseeing the program.

Questions raised included:

- Should the treasurer continue to oversee the program?
- Has the pandemic lessened to the point that previously award initiatives can begin to move forward?
- Did the final report have to be submitted before the final payment was made?
- How can we restart/move forward again?
- Would Laurie be willing to chair this task force?

Larry will work with Laurie to answer the questions that were raised and will report at the May Executive Committee Meeting. It is hoped that we can restart the program at the June Business Meeting.

Tom O'Brien noted that in 2012 CUTC had co-sponsored, with USDOT, a Workforce Development Summit. Part of the outcome of that event was the Regional Workforce Centers (most of whom have a CUTC affiliation). The Workforce Centers are considering a 10-year anniversary summit to revisit the findings from the 2012 report, see what progress has been made, etc. This may be an initiative that CUTC wants to partner with again.

P.S. Sriraj brought up the option of incentivizing UTC centers to embrace inclusion/diversity into their activities.

Larry invited everyone to send documents/ideas to him.

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

Tom O'Brien reported that the Nominating Committee has met and provided a slate of nominees. Traci Ulberg used these to draft a letter to members to go out under Pat Szary's signature the end of April. In the CUTC bylaws, it is required that the Secretary send out the slate. However, there



had been discussion if it is appropriate that someone who appears on the ballot also be the individual distributing it.

After some debate, it was decided that a bylaws modification allowing the Chair of the Nominating Committee to send notices should be considered for future years. Traci will look into the requirements for modifying the bylaws and report at the next meeting.

Larry Rilett also noted that any new officer comes in as treasurer. He noted that this position could be considered more complex than the secretary position. The question was raised – “Should that change going forward to allow new officers to come in as the secretary position?” Discussion will continue at a future meeting.

It was noted that last year, due to the virtual nature of the Summer Meeting, new candidates to the Executive Committee were asked to provide a statement of interest as well as introduce themselves during the General Membership Meeting. Tom will follow-up with this year’s new candidates and have them provide brief statements.

Strategic Partners/Alliances Reports:

Other than continued support of the TIDE Webinar series, no action on strategic partner/alliances was reported.

- a. AASHTO RAC: O’Brien/Bhat/ Philbrick
- b. ARTBA Research & Education Division (RED): Bhat
- c. ENO Foundation and Transportation Weekly: O’Brien
- d. ASCE T&DI: Wang

Other items

- a. May EC Meeting was tentatively scheduled for May 9th at 9:00 am CST. Due to schedule conflicts it was moved post-meeting to May 3rd.

Action Items Summary:

- Coordinate outstanding membership dues follow-up with Noreen McDonald (Traci Ulberg)
- Summer Meeting Agenda to be finalized (Larry Rilett)
- Resend Summer Meeting survey topics email with a Save-the-Date (Traci Ulberg)
- Invite Secretary Buttigeg to participate in Winter Meeting (Traci Ulberg & Chandra Bhat)
- Invite Robert Hampshire to speak at Summer Meeting (Larry Rilett)



- Investigate creating a Diversity and Inclusion section on website (Traci Ulberg)
- Create Value Proposition Survey (P.S. Sriraj)
- Investigate tasks needed to restart Workforce Initiatives Program (Larry Rilett)
- Send out slate of 2021/2022 nominees (Pat Szary and Traci Ulberg)
- Request statement of interest from new EC candidates (Tom O'Brien)
- Investigate updating of Bylaws related to nominations (Traci Ulberg)

Adjournment (adjourned at 10:05 am CDT)