



Executive Committee Meeting Minutes

May 3, 2021

10:00 am – 11:00 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
- Dr. Shauna Hallmark, Iowa State University
- Dr. Marwa Hassan, Louisiana State University
- Mr. David Kack, Montana State University
- Dr. Noreen McDonald, University of North Carolina at Chapel Hill
- Dr. Tom O'Brien, California State University, Long Beach (Immediate Past President)
- 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. Yin Hai Wang, University of Washington
- Ms. Traci Ulberg, MNW (Executive Director)

Minutes Approval:

Patrick Szary provided a brief overview of the April meeting minutes and action items. David Kack moved to accept the April meeting minutes as written and Larry Rilett seconded the motion which passed unanimously.

Treasurer's Report:

Noreen McDonald stated the current account balance was about \$195,000 and that a few additional Memberships were received in April. Traci Ulberg has heard from (but not received funds from) all of the remaining outstanding universities. 2021-2022 dues will be invoiced following the Summer Meeting (by July 1st).

Standing Committee and Task Force Reports:

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

- Summer Meeting – Dates are June 15-16th and the information is available on the website. USDOT will run the meeting on the 15th with CUTC providing sessions on the 16th.
- Robert Hampshire will present during the Directors Meeting (15th).
- The schedule on the 16th has also been finalized with Tom O'Brien leading the organizing effort on the Journal Submission Session. P.S. Sriraj has asked the TIDE webinar Steering Committee members to serve as panelists for the TIDE Webinar session and the Business Meeting will wrap up the day (agenda is available on the website).
- Details have been passed to Meetings Northwest to organize and schedule.



b. Activities Coordination Committee: Sriraj/Wang/Hallmark

TIDE WEBINAR SERIES:

Sriraj reported on the 3rd webinar which had been held the week prior to this meeting. A 4th webinar is set to be held May 20th with the final webinar (recap and lessons learned) being held as part of the Summer Meeting. It was also suggested that we find a way to record and archive the “lived-in” experiences of many of the TIDE participants.

VALUE PROPOSITION SURVEY:

The survey has been drafted and is awaiting feedback from EC members. The purpose of the survey is to hear from members about what they expect from CUTC - what is the value they are getting and what would they like to see in the future? Sriraj will work with Traci to distribute once it is finalized.

c. Awards Committee: Hassan/Knodler/Kack

No activities reported. It was noted that the Awards solicitation and nomination process will begin shortly after the Summer Meeting. It was suggested that the membership be reminded about award requirements during the Summer Meeting.

d. Workforce Development Task Force: Rilett

Larry will speak about the Workforce Initiatives program during the Summer Business Meeting. While it was setup from before, with the delay caused by COVID, Larry would like to use the Summer Meeting as an opportunity to get feedback on the program from members. Following feedback at the June meeting, he anticipates announcing the new program (2.0 version) in July.

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

Notice regarding slate of nominees was sent to membership per the bylaws. Members have until June 4th to nominate additional individuals (write-ins) for any open seats. A brief discussion was held on how the elections should be polled during the Summer Meeting. It was decided that a link (on the event platform) for members to vote would be best. Traci will create and add to the platform.

Strategic Partners/Alliances Reports:

Reports were tabled until the July EC.

Membership – How can we add value to CUTC Membership

a) Website Additions

- Diversity and Inclusion Section – Traci summarized the idea of adding a diversity and inclusions section. It is tentatively planned to have a three-prong approach.
 - i. Community Outreach
 - ii. University/Student Resources
 - iii. K-12 Outreach

She mentioned that some additional feedback will be needed by either the EC or the TIDE Steering Committee. It was suggested that a dedicated person or sub-committee be



designated to oversee the new section and ensure that the content stays up-to-date. It was also suggested that an EC member (possibly an officer) be on the sub-committee to provide continuity.

- New Center/Documents Section – Traci also asked the EC if they would be interested in creating a documents section for new centers as MNW had been approached regarding resources for new centers. Discussion touched on the idea of having some sections of the CUTC website accessible to only members of CUTC. EC members thought that adding website questions to the Value Proposition Survey would be helpful. However, the general consensus of EC members was to keep all website pages open to everyone.

Other items

- a. June EC Meeting will be held directly following the Summer Business Meeting (June 17th). This will be the first meeting with the new board.
- b. Bylaws changes/updates – Following discussions from the April EC Meeting on (1) distribution of the nomination slate (currently the Secretary) and (2) order of initial officer seat (secretary vs. treasurer), the EC again took up the need for bylaw changes on the two proposed actions. After further research, the order of officer seating is not prohibited by the current bylaws and could be changed by EC action prior to the election cycle. The board agreed to the bylaws change regarding the distribution of the nomination slate on the Summer Business Meeting Agenda. Traci will work with Pat to formalize language and distribute to members prior to the Summer Meeting.
- c. D&O Insurance – CUTC had been advised by the lawyer reviewing the MNW contract that they should consider obtaining a Directors and Officers (D&O) Liability policy. There was some discussion on what a policy could cover. Traci will gather quotes and have ready for July EC Meeting.

Action Items Summary:

- Larry Rilett will send out New Initiatives documents to EC for feedback prior to the June EC Meeting.
- Provide feedback on Value Proposition Survey to P.S. Sriraj (everyone).
- P.S. Sriraj will get feedback from the TIDE Steering Committee on the proposed DI section of the website.
- Awards subcommittee to meet regarding award requirements prior the Summer Meeting.
- Marwa Hassan will review some of the needed changes/updates to the Awards process with the Awards committee and present any determinations during the Summer Business Meeting.
- Traci Ulberg will create link for elections.
- Pat Szary will work with Traci Ulberg on changes so they are ready to present to membership during the Summer Business Meeting.
- Traci Ulberg to gather D&O Quotes.

Adjournment (adjourned at 11:02 am CDT)