



## Executive Committee Meeting Minutes

August 6, 2021

12:00 pm – 1:00 pm CDT

Held via web conferencing software (Zoom)

### Attendance

- Dr. Chandra Bhat, The University of Texas at Austin (Immediate Past President)
- Dr. Shauna Hallmark, Iowa State University
- Dr. Noreen McDonald, UNC Chapel Hill (Secretary)
- Dr. Hilary Nixon, San Jose State University
- Dr. Larry Rilett, University of Nebraska-Lincoln (President)
- Dr. P.S. Sriraj, University of Illinois at Chicago (Treasurer)
- Dr. Patrick Szary, Rutgers University (Vice-President)
- Dr. Yin Hai Wang, University of Washington
- Ms. Traci Ulberg, MNW (Executive Director)
- Ms. Genevieve Kulaski, MNW

**Call to Order** by Larry Rilett, President

### Minutes Approval

Noreen McDonald provided an overview of the June minutes. Pat Szary moved to accept the meeting minutes as written and Chandra Bhat seconded the motion which passed unanimously.

### Treasurer's Report

Sriraj provided a quick update. The current account balance is \$214,000 with outstanding invoices. Have received UT El Paso dues. Larry commented that online renewals are working well. Approximately 37 centers renewed in July and several more are pending.

### New Initiatives Program 2021-22

Larry Rilett outlined survey feedback (n=11) from CUTC members on the New Initiatives Program. Traci reported that respondents were comfortable with the timeline, but expressed differences of opinion on the 10% overhead rate. The Executive Committee (EC) discussed the overhead rate and indicated preference for setting a fixed overhead rate at 10%. Larry suggested that we can revisit the rate again next year.

Discussion continued about how to link new initiatives program to the CUTC mission statement and CUTC value proposition, as well as, the potential to get an outside sponsor of the program. The review committee for the program applications will be set following receipt of applications. The EC wants to ensure that any review committee not have a conflict of interest (i.e., no members' schools would have submitted an application). Lastly, it was emphasized that CUTC should use the summer and winter meetings to communicate that CUTC is more than USDOT UTC program.



## Standing Committee and Task Force Reports

### a. *Events Preparation Committee: Rilett/Szary/McDonald/Ulberg*

- Spotlight Conference – Pat Szary reported that conversation is paused.
- Winter Meeting Discussion –
  - The Committee met with USDOT on July 15<sup>th</sup>. They were supportive and understood the need to be flexible. While everyone desires to do something in person, we must balance the risk (financial and health) as well. DOT will continue to provide an annual commitment (35 students + guests). Because a full dinner and reception are likely not viable this year because of COVID, CUTC will develop alternate formats.
  - Banquet format is likely to be in person, but there is currently a lack of clarity about whether students of year will be there in person (70% said yes in June). A hybrid approach seems likely at this time. Everyone liked student videos from January 2021. Current Option: Scale back from sit down dinner to reception to emphasize networking opportunities. Also considered - is there the possibility to have an online awards ceremony and a separate in-person networking opportunity?
  - Meeting Space: MNW has been looking at options and will continue to refine options.
  - Larry reiterated that we will have different approaches to the event depending on the COVID situation at the time of the event. He suggested continuing to explore space options and make a final decision in October or November.
  - Sriraj suggested that any decision involving the student awards be made sooner rather than later so that students can prepare. Regardless of in-person or virtual ALL students will be asked to submit a video.
  - Dignitaries: US Secretary of Transportation unlikely to respond until last minute. It is recommended that we invite him and then work with staff until the event (he may or may not come). As such Robert Hampshire will be considered as a keynote speaker. We could also invite other administrators (pending transportation bill).

### b. *Activities Coordination Committee: Wang/Hallmark/Camille Kamga*

Camille has accepted an appointment to this committee and a meeting is in the works for next week. Upcoming activities include:

- Native American Seminars (October/November)
- TRB would like to do a seminar with CUTC on student activities at TRB (November). The focus will be on underrepresented groups, but will apply to all students.

### c. *Awards Committee: Hassan/Nixon/Kack*

Hilary asked Traci to send out another email recruiting for reviewers on the student nomination committee.

### d. *Workforce Development Task Force: O'Brien/Wang/TBD*

Tom is leading efforts for CUTC. It is the 10-year anniversary since they started efforts. Tom will provide a report that the EC can discuss at a future meeting.

### e. *Nominating Committee: Hassan/Nixon/Kack*

Tabled until February 2022.



### Strategic Partners/Alliances Reports

- AASHTO RAC: *Bhat/Rilett/Hassan* – no activities to report
- ARTBA Research & Education Division (RED): *Bhat/Nixon* – no activities to report
- TRB: *OPEN* – no activities to report
- ENO Foundation and Transportation Weekly: *O'Brien/Sriraj*  
Chandra mentioned that the Journal issue (journals rejecting articles because they have been previously published as UTC Reports) continues to be a challenge. Chandra will continue to work with Tom (and others) to try to find a solution.
- APTA: *Sriraj/OPEN* – no activities to report
- ASCE T&DI: *Wang/OPEN*  
2022 International Transportation Conference. This was originally planned for 2020, but it was postponed. It has been rescheduled for May 31 – June 3, 2022 in Seattle, WA. CUTC has historically held a tech transfer workshop as part of that event. Yinhai and Larry will work together to develop that workshop. ASCE has been a great supporter of the student banquet and this event is an opportunity to partner with them and showcase our research.
- ITE: *OPEN* – no activities to report
- ECTI: *O'Brien/Bhat* – no activities to report

### Adjournment (adjourned at 12:01 CDT)

The next EC meetings will be on September 10<sup>th</sup>, 12:00 pm CDT and October 8<sup>th</sup>, 11:00 am CDT.