



## Executive Committee Meeting Minutes

September 10, 2021  
12:00 pm – 1:00 pm CDT

Held via web conferencing software (Zoom)

### Attendance

- Chandra Bhat, UT Austin (Past President)
- 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)
- Genevieve (Gen) Kulaski, MNW
- Shauna Hallmark, Iowa State University
- Marwa Hassan, Louisiana State University
- David Kack, Montana State University
- Camille Kamga, CCNY

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

### Minutes Approval

Noreen McDonald provided an overview of the August minutes. Pat Szary moved to accept the meeting minutes as written and unanimous vote to approve.

### Treasurer's Report

Many membership deposits are in due to reminders and there is a balance of ~224,000. Camille asked about the balance level and the reasons. Sriraj noted that the lack of a TRB banquet is a reason. There was a discussion that this is different from the past when the balance was close to \$0 and that there is also an opportunity for funding the New Initiatives program and potentially other programs. He also stated that the Winter Meeting may be a good opportunity to inform the general membership how funds are collected and spent and to give some context to our current balance.

### New Initiatives Program 2021-22

Applications must be received by October 1<sup>st</sup>. Traci will continue to send reminders this month. Pat gave some explanations about the program including that the program benefits the membership at large.

David Kack shared the example of a planned one-day summit with 39 tribal councils and discussion of partnering with UTCs (note: delayed due to covid). Sriraj mentioned that this program funds opportunities that are often outside existing mechanisms.



Chandra asked about applications received to date (0) and previous application levels (4-5). More information can be found at - <https://mycutc.org/new-initiatives-program/>.

### **Standing Committee and Task Force Reports**

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

- Pat reported that there has been substantial discussion since last meeting. Traci/Gen got cancellation policies. TRB didn't reserve Marriott space. 3 options:
  - Cancel in-person and hold awards program virtually: Avoids financial risk and streamlines planning
  - Scale banquet back: reception only (no dinner)
  - Scale banquet back: do an in-person event but no food involved

Challenges with planning a full student awards banquet include substantial cancellation fees if we have to cancel/cut back later due to unknown COVID-19 pandemic status. Pat noted that they also talked with USDOT. From their perspective, if students can't attend, then there are concerns about doing anything in person. Yinhai asked if we could wait one more month before making a final decision. Traci noted that a backup space is in the works and could be used for a watch party should circumstances allow.

The Events Preparation Committee recommends that CUTC cancel in-person and host a virtual banquet event. USDOT supports this approach. Chandra made motion to plan a virtual event; Sriraj seconded the motion. Motion passed unanimously. An email will go out next week informing member universities that the Award Banquet/Ceremony will be held virtually.

With regards to banquet sponsorships, Sriraj noted that consistency in sponsorship requests is important and recommended that we go ahead and request for the coming (2022) year. However, we would need to have a clear message. Noreen reinforced that we focus on external sponsorships. She suggested that we create on a model for long-term commitments.

The Directors Meeting and Business Meeting will be held in-person with a hybrid option. USDOT recommends planning for a hybrid event.

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

- Larry reported that currently planned webinars include:
  - October – first Native American Panel: Lessons Learned
  - November Webinar – Joint with TRB. Program for students from underrepresented groups attending TRB. Will be co-hosted with TRB and will be good for all students who are attending TRB.
- Yinhai (Committee Chair) reported that additional webinars in the works include:
  - Technology Transfer – UTC with Success Stories
  - Best Practice and Lessons Learned delivering courses during the pandemic
  - Transportation Challenges for Tribal Communities (Safety)
  - Continuation of TIDE Webinar Series



The committee will also look for opportunities to host sessions, panels or workshops as part of conferences including collaboration with ASAE and others. Chandra noted that holding monthly webinars might be too much. He recommended an event every 2 months and have it being excellent as opposed to more frequent. Discussion concluded that every 6-8 weeks would likely be adequate (6-8 events per year).

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

- Marwa Hassan provided an update including:
  - Website has been updated and the deadline for submittal is October 31<sup>st</sup>
  - Award review process document was discussed:
    - Noreen suggested defining conflict of interest
    - Chandra suggested restricting EC members from being nominated
    - Hilary/David/Pat suggested looking at this award by award, particularly those that are institution-based versus person-based.
    - Restrict this for individual (lifetime achievement and new faculty) awards.
  - Chandra made motion to exclude EC members from all individual awards (excludes tech transfer and workforce development). Motion was seconded by David Kack and Pat Szary. Vote: no one opposed. The criteria will be added to the awards document.
  - Larry asked about EC final review in process.
    - Chandra said Selection Committee is making a recommendation
    - EC makes final recommendation

d. *Workforce Development Task Force: Rilett [postponed]*

**Strategic Partners/Alliances Reports**

[postponed]

**Adjournment** (adjourned at 2:02 ET)