



Executive Committee Meeting Minutes

November 12, 2021

10:00 – 11:00 am CDT

Held via web conferencing software (Zoom)

Attendance

- Chandra Bhat, UT Austin (Past President)
- Marwa Hassan, Louisiana State University
- David Kack, Montana State University
- Camille Kamga, CCNY
- Dr. Hilary Nixon, San Jose State University
- Dr. Larry Rilett, Auburn University (President)
- Dr. P.S. Sriraj, University of Illinois at Chicago (Treasurer)
- Dr. Patrick Szary, Rutgers University (Vice-President)
- Ms. Traci Ulberg, MNW (Executive Director)
- Dr. Yin Hai Wang, University of Washington

Call to Order by President Larry Rilett at 10:03 am CDT.

Minutes Approval

The previous month's minutes were emailed to everyone prior to the meeting. Pat Szary moved to approve the October minutes as written. David Kack seconded the motion which passed unanimously.

Treasurer's Report

P.S. Sriraj reported that the ending balance (October) was \$236,000. Two additional membership dues renewals were received this past month. A few additional members still have outstanding dues including University of Illinois at Urbana Champaign, University of Pittsburgh and University of Wisconsin-Madison. These three have not been contacted by a member of the EC. Larry indicated he would follow up with the University of Wisconsin-Madison and Sriraj will reach out to the University of Illinois at Urbana Champaign. Traci Ulberg will send the outstanding dues list to the EC.

New Initiatives Program 2021-22

Pat Szary briefly reviewed the New Initiatives selection process. After the five proposals were rated, three were nearly identical in their assessments. Reviewers included: Pat Szary, David Kack, Hilary Nixon and Shauna Hallmark. Top projects include a Transportation Career Pathways Seminar (focused on undergraduate students); Workforce Summit Project across 3 different states including work on EV and climate change; as well as a Human/Robot STEM program (K-12 program).

The committee recommended funding all three projects. Total funding needed is \$45,000. In the past two payments were disbursed per project. One payment at 50% completion and the second payment at 100% completion. Sriraj asked if any of these programs would be available through CUTC to other states/universities. Presenting findings at the Summer Meeting is recommended.



Larry moved that we accept all 3 projects and Hilary seconded the motion which passed unanimously. Pat will follow up with each of the schools to clarify overhead rates, clean up data inputs and verify funding ceilings.

Bylaws Revisions

Larry had emailed a proposal prior to today's call outlining all the parts that could be edited. He had assigned EC members according to their committee involvement to relevant bylaw sections. The goal is to ensure that committee activities, roles and responsibilities are correctly reflected in the bylaws. Larry asked that if anyone has been assigned a section and does not wish to continue in the review role just let him know so it can be reassigned. Section assignments for each committee member are included in the Action Items Summary at the end of these minutes.

Standing Committee and Task Force Reports

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

- **Winter Meeting**

- *Student Awards Banquet* – Student of the Year (SOY) awards announcements have been sent out and videos are due in a few weeks.
- *Sponsors/Sponsorship* – Sriraj reported that he has gotten commitments from some of the past sponsors including HNTB, AASHTO, Foothills Transit and Carnegie Mellon have also committed to sponsoring. It is anticipated that Cambridge Systematics will receive final approval in a week or two. He will coordinate invoicing and website logos with Traci. Traci will also ensure that the sponsorship announcement is posted to the website for others that have not previously sponsored.

Naming rights for future awards/years will be included in bylaws discussions (see October meeting minutes).

- *UTC Directors Meeting* – USDOT is planning a hybrid meeting. They will provide staff in-person and CUTC will work to distribute out to members.
- Pat/Larry will begin to work on the run-of-show.

- **Summer Meeting**

- In the near future, the EC will be asked to review a draft agenda.
- AASHTO-RAC has expressed an interest in participating in the Summer Meeting. Discussion was tabled until after the Winter Meeting.

b. Activities Coordination Committee: Wang/Hallmark/Kamga

- October/November webinars – The October Native American webinar was received well. A follow up event will be held in January focusing on Native American professor experiences. The November TRB webinar also had positive feedback from students that attended (CUTC just promoted this one).
- Upcoming Webinars:
 - Tech Transfer webinar (showcasing FAST ACT results) will be held in April. Shauna Hallmark is leading the planning effort for this event. Date/time is still pending.



- Workforce Development webinar – Planning should coincide with Tom O’Brien’s efforts. Need to ensure a dialogue is in place.
 - Delivering Courses in the Pandemic: Lessons Learned – Will discuss hybrid or online education scenarios. Yinhai Wang is leading this effort. This could also be held at the CUTC Summer Meeting as a panel discussion. David and Yinhai will discuss further.
 - TIDE webinars will also continue in 2022 with Camille Kamga leading the planning effort.
 - Co-located events include a Tech Transfer workshop at the ASCE International Transportation Conference to be held May 31-June 3, 2022. This is an ongoing effort from several years ago and Larry Rilett will continue to lead.
 - Chandra has been leading the young professionals outreach at ASCE via a Junior Faculty Career Workshop. He volunteered to continue these efforts for CUTC at the ASCE International Transportation Conference.
- c. *Awards Committee: Hassan/Nixon/Kack*
- Professional – Marwa Hassan reported that the professional Awards solicitation closed on November 1st and review is underway. No professional lifetime award nominations were received. After some discussion it was decided to extend the deadline to November 30th.
 - Student – Hillary Nixon reported on the student review process (nearly complete). Sue McNeil is leading this effort.
 - Camille Kamga will pay tribute to Neville Parker during the Awards Ceremony.
- d. *Workforce Development Task Force: Rilett*
Larry and Yinhai have a call with Tom O’Brien regarding these efforts and will report back to the EC.
- e. *Nomination Committee: postponed*
- f. *Membership Committee: See bylaws discussion above.*
- g. *Federally Sponsored Centers Committee: postponed*

Strategic Partners/Alliances Reports

- AASHTO RAC: *Bhat/Rilett/Hassan*
 - AASHTO RAC is interested in hosting a few webinars regarding the new infrastructure bill specifically addressing how State DOTs can partner with UTCs. Details have yet to be discussed.
- ARTBA Research & Education Division (RED): *Bhat/Nixon*
 - Hillary shared a draft MOU between ARTBA RED and CUTC. It would allow discounted registration to ARTBA conference; outlined efforts to work together to



execute the “Research Spotlight” day on the hill; CUTC would promote ARBA student video contest; ARTBA would support and promote webinar series; and CUTC members (primary and secondary representatives) would be eligible for a reduced membership fee to ARTBA RED. Concern was expressed that including the ARTBA membership with CUTC membership renewal could cause problems with using federal funds for a non-approved use (i.e., membership in lobbying organization – ARTBA). The EC generally agreed that encouraging membership with strategic partners (including ARTBA) was beneficial. Discussion on how that could occur while keeping funding sources separate if needed will continue in December.

- Time did not allow reports from all the Strategic Partners.

Action Items:

- Traci to send outstanding 2021-2022 dues list to EC
- Pat to finalize New Initiative Awards.
- Assigned EC members to review/comment on Bylaws changes:
 - Article II – Rilett and Szary
 - Article III – Sriraj
 - Article V – Rilett and Szary
 - Article VI: Committees in Bylaws – Rilett and Szary
 - Article VI: Committee NOT in bylaws – Rilett, Hassan, Szary, Wang
 - Article VII – Sriraj and Hassan (include sponsor naming rights)
- Pat and Larry will draft the Winter Meeting Run-of-Show
- Traci will extend the deadline on the website for the Professional Lifetime Achievement Award.
- David and Marwa will finalize professional award review process.

Adjournment (adjourned at 10:58 am CT)