



## Executive Committee Meeting Minutes

June 15, 2022

4:00 pm, Shoshone Board Room, Big Sky Resort, Montana

Attendance: **[Bold indicates in attendance at this meeting]**

- **Chandra Bhat, UT Austin (Past President - outgoing)**
- **David Kack, Montana State**
- Camille Kamga, City College
- Shauna Hallmark, Iowa State
- **Susan Handy, University of California-Davis**
- **Marwa Hassan, Louisiana State University**
- **Noreen McDonald, UNC Chapel Hill (Vice President)**
- **Hillary Nixon, Mineta Transportation Institute**
- **Larry Rilett, Auburn (Past-President)**
- **P.S. Sriraj, University of Illinois at Chicago (Secretary)**
- **Patrick Szary, Rutgers University (President)**
- **Constantine Tarawneh, University of Texas Rio Grande Valley**
- **Traci Ulberg, MNW (Executive Director)**
- Yinhai Wang, University of Washington (outgoing)

**Call to Order** by new CUTC president Pat Szary

**Minutes Approval:** *McDonald/ Szary*

- Noreen McDonald provided a summary of the May meeting minutes. Balance at roughly \$195,000. Billing will begin for the 2022-2023 membership year in the next few weeks. David Kack moved to accept minutes, Marwa Hassan seconded the motion which passed unanimously.

**Treasurer's Report:** *Sriraj/Ulberg*

- The 2021-2022 Annual Budget was provided to members earlier at the Business Meeting. This year will end under budget due to New Initiative project funds. Remainder of 2020 and 2022 project funds will likely not be disbursed until the new fiscal year (after July 1, 2022).

**Activities Coordination Committee:** *Tarawneh/Wang/Hallmark*

- Yinhai is rotating off the board and Shawna Hallmark was not able to attend. Constantine volunteered to serve on committee. We will continue webinar plans with Camille Kamga working on a Changing the Tide Webinar and Shauna Hallmark/Larry Rilett are working on a second and third Native American webinar.
- From the Business Meeting a new "Coffee Talks" approach was suggested for UTC admin staff.



- Chandra Bhat provided a summary of the Young Professionals Workshop that he recently participated in at ASCE's conference. Larry Rilett also attended and said the pre-workshop format worked well. Chandra/Larry will complete a writeup reporting on success and send to Traci for dispersal to general CUTC membership. It was agreed that bringing in younger professionals to serve on CUTC committees would be ideal.

It was also suggested that hosting the Young Professionals Workshop again at TRB would be ideal. The TRB deadline for workshop ideas may have passed. Constantine currently works with a mentor program at his university. He will look into TRB deadlines.

**Awards Committee:** *Hassan/OPEN/Kack*

- Marwa is going to continue at chair, we need a new member
- A "Group Project Award" was suggested as part of the Business Meeting. It would not be journal paper format, but a class or group project. The output would need to be determined (video, project report, professional paper, etc.) for award review purposes. The committee will draft a write-up for the EC to review.

**Membership Committee:** *Szary/OPEN*

- Pat asked if anyone had the "Benefits of CUTC Membership document". Larry mentioned that both he and Chandra had a copy. He will send to Traci/Pat with the hope that we could utilize the documents to solicit members following the current award cycle. Pat also mentioned the "history of CUTC" document – Traci will look for the document to review/update. A list of past presidents should be added/updated on the website.
- Sriraj suggested recording an oral history from key CUTC members (past presidents, etc.). Committee members were asked to reflect on their experiences. Sriraj will work with Chandra to pursue this option.

**New Initiatives Program**

- It was suggested that we update the process to ensure that projects benefit more members. Pat will work on an updated document that encourages a broader approach. Hilary Nixon suggested that a survey of members would allow us to align CUTC member needs to the New Initiatives Program. The USDOT Strategic Plan priorities could also be used to focus the program. Lastly, CUTC could identify potential projects (for example, the Young Professionals Workshop) and have schools compete for that project. Susan Handy will help Pat provide additional direction in the document. It was cautioned that guidelines not be so stringent that they curtail innovation.



**Events Preparation Committee:** *Szary/McDonald/Sriraj/Bhat*

- Good job with the Summer Meeting. Hybrid approach allowed more participation by CUTC members. Some technical issues, but went well overall.
- Winter Meeting Update
  - Feedback from Business Meeting indicated that a banquet was preferred.
  - Szary is concerned since it hasn't been done in a year, need to get things booked with TRB, which may be difficult. Traci indicated that they would start to work on reserving space immediately but were unsure how it might go.

**Workforce Development Task Force:**

- Workforce activities can we restart?
  - We need to look for a chair, talking about looking at findings from summit, brainstorm how CUTC could be a partner again, Tom and Yin Hai on committee so far (they have both aged out).

**Strategic Partners/Alliances**

After much discussion, it was agreed that strategic partner liaisons do not have to be on the EC. It was more important that the individuals involved have a strong relationship with the partner. It was suggested that members be surveyed to find individuals that are already actively involved in our partner organizations. It was suggested that liaisons not be required to attend every EC meeting. One possibility was to have one or two meetings every year dedicated to Strategic Partnerships.

- AASHTO RAC: *Bhat/Rilett/Hassan*
- ARTBA Research & Education Division (RED): *Tarawneh/Nixon*
  - ARTBA is working to setup a new internal division to separate lobbying from federal funds. Once completed they will come back with a new MOU.
- TRB: *Nixon/Rilett*
- ENO Foundation and Transportation Weekly: *Sriraj/Open*
  - Excited to have a representative from CUTC involved again with them.
- APTA: *Sriraj/OPEN*
- ASCE T&DI: *Wang/Bhat/Rilett*
- ITE: *McDonald*
- ECTI: *O'Brien?/Bhat*
  - Wants to do something jointly, came up in session yesterday, Chandra will help.

**Other items**

- Next Meeting July 1<sup>st</sup>, 12:00 a.m. CST