



## Executive Committee Meeting Minutes

September 16, 2022

Held via Zoom, 11:00 am CDT

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

- 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)**
- **GUEST: Jeff Schultz, David Evans & Associates**

**Call to Order** by Pat Szary, President

**Minutes Approval:** Pat provided a quick recap of August meeting.

**Treasurer's Report:** Marwa noted that a total of 14 universities hadn't paid their 2022-2023 membership dues. Traci will send out another round of reminders. The current balance in the account is \$252,277. If we still have outstanding balances in October, Executive Committee members will be asked to help reach out to directors.

### **New Faculty Workshop**

Jeff Schultz, chair of TRB Committee AR030 (Railroad Operating Technologies), has been working with Constantine on a New/Young Faculty Workshop through that committee. Constantine had sent program ideas to Executive Committee prior to this call. Timing may be off for holding a workshop at the 2023 TRB (to late), but Jeff and Constantine had discussed shifting it to a webinar format.

Jeff pointed out that a similar workshop was being sponsored by the Young Members Coordinating Council [Early Academic Successful Careers: Resources and Advice]. Hilary indicated that the Co-Chair for the Young Members Coordinating Council is Brittany Gick, TTI. She volunteered to contact her to see if CUTC could suggest/help with some of the discussion topics.



There was some hesitation about doing a series of webinars (people are potentially feeling burnt out on webinars). It was decided that for this coming TRB (2023), CUTC will try to work with the Young Members Coordinating Council. Two of the 8 topics that Constantine emailed were of particular interest to the Executive Committee:

- 1) How to establish effective collaborative teams with other transportation professionals; and
- 2) How to engage and contribute to professional transportation committees, associations and organizations.

### **Events Preparation Committee**

Traci gave a quick overview of Winter Meeting preparations. We are still considering contracting directly with hotels. TRB has been slow to say if we can use their space. The VIP invite list for the actual banquet has not been received from USDOT. Noreen will followup with them.

Pat, Noreen and Traci will meet separately regarding CUTC Sponsorship information.

### **Activities Coordination Committee – Fall/Winter Webinar Updates**

Shawna gave an update on the Native American Seminar. Following this October's Tribal UTC Summit, Shawna will coordinate with David for another webinar. Larry is also willing to help. Larry, Shawna and David will meet separately to discuss further.

### **Awards Committee**

Marwa will be opening the professional and lifetime awards by the end of September (October 31<sup>st</sup> deadline). Hilary, David and Marwa met to discuss developing a group or team award (first broached in June). They have put together a survey for distribution to the CUTC membership. The idea is that some programs have master degree group projects that are not eligible for any current awards. They want to collect data on the number of these programs, size of team, etc. Marwa will send survey to Executive Committee for review.

Hilary reported on the Student Awards. So far submittals are a bit down this year. Speculation was that submittals will be delayed/last minute due to the focus on the new center competition early in the summer. They are still looking for reviewers.

### **New Initiatives Committee**

Pat and Susan met briefly to discuss improvements to the New Initiative Project. Discussions are still taking place regarding how to get projects that will provide the most benefit to CUTC as a whole.



### **Strategic Partners/Alliances**

We still have several open liaison seats. Traci will draft an email to survey members to determine who may already have a relationship with these organizations and would be willing to volunteer for a 3-year term (request for interest). Strategic Liaisons would be expected to report activities at the Winter Meeting and Summer Meeting. Other summaries would be provided to the Executive Committee on an “as needed” basis – i.e., requests to support a conference, etc.

#### *Strategic Partner Reports:*

- ARTBA Research & Education Division (RED): *Tarawneh/Nixon*
  - Constantine: ARTBA continues to work to find a solution that allows dual membership. They are tentatively suggesting that CUTC members could join ARTBA RED for \$240.

**Next Meeting:** October 14, 2022, 11:00 am CT

#### **Action Items:**

- Hillary to contact Brittany Gick to inquire about partnering for Early Academic Successful Careers/New Faculty Workshop.
- Develop Sponsorship Award Criteria (separate from Student Award Criteria) – Traci/Noreen/Pat
- Follow up with USDOT regarding VIP Invitation List – Noreen/Pat
- David, Shawna and Larry to coordinate Native American webinar
- Marwa to send group awards document to Executive Committee for review
- Traci to draft questionnaire about being a strategic partner liaison

Adjourned at 11:50 CDT