



Executive Committee Meeting Minutes

October 14, 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)**

Call to Order by Pat Szary, President

Minutes Approval: Sriraj summarized the September Meeting. Constantine moved to accept the September meeting minutes and Pat 2nd the motion which passed unanimously.

Treasurer's Report: Marwa was unable to attend so Traci gave the Treasurer's report. There is \$254,657 in the account. Traci reviewed the outstanding memberships (10). Assignments were made for EC members to reach out to each university. Traci will forward the list along with a summary of the number and type of renewal reminders sent thus far.

Events Preparation Committee:

- Winter Meeting – Traci gave a quick update on meeting space including the decision to move forward with the Renaissance. It was noted that this will be the first year the reception and meeting space have been in the same location. It is a good opportunity to try something new as it is our first in-person banquet in 2 years. Additional discussion points included:
 - Plated dinner is preferred
 - We should be sure to close the bar before the banquet begins
 - Meeting space will be in the same facility
 - Meeting will be streamed (it is still not decided if the Banquet ceremony will be streamed).



- VIP invitations can now be completed with time/location information (DOT sent list that we can start with)
- Sponsorship information is being finalized. Traci will share flyer with committee as soon as it is completed. The change Award Sponsorships (separate from Banquet Sponsorships) will go into effect in 2024. Traci, Sriraj and Chandra are planning on meeting with previous sponsors to explain change and get commitments for this year.
- Summer Meeting – Concern was expressed about the lack of a date/location for the 2023 Summer Meeting. Pat, Larry, Pat and Traci will try to meet with 2023 Summer Meeting hosts soon to ensure plans are moving forward. Other discussion points:
 - Attendance will likely be more in the range of 150 (not 300)
 - Need a date ASAP as June dates are already taken
 - The EC felt that a campus location/space is an option
 - After some discussion, it was decided that a contingency plan will be made in November if needed

Activities Coordination Committee – Fall/Winter Webinar Updates

- **New Faculty Workshop**

Constantine summarized activities related to the New Faculty Workshop. Unfortunately, it took a while to reach the correct contact. To summarize, three panels have been designated the (1) Innovations in Transportation Education, (2) Community and Industry Collaboration, and (3) Post Graduate Careers in Research Institutes and National Labs. They are not interested in partnering with us, but are open to CUTC support for advertising, etc. (which we can do).

After some discussion, it was decided that Constantine will reach out to see if we could co-sponsor this year and possibly provide a moderator. Chandra might still be doing work with ASCE for this year and we could continue to support that (Larry will check). We will look to co-host at TRB next year (2024) – need to start earlier.

- **Native American Seminary**

David and Shauna will share updates next meeting. David reported that they had great signups for the UTC-Tribal Summit. He will report on event at the next EC Meeting.

- **Changing the TIDE**

Final report from 2021 TIDE webinars is under review. The effort to complete review may need to be jump-started. Camille and Sriraj will follow-up with Melissa Tooley.



Awards Committee

Student Group Award will be organized for the 2023 competition. Marwa was not able to attend so discussion was tabled until next month. Hillary gave a brief report on student awards – nominations were down across the board.

Membership Committee

A membership inquiry was received from the University of Houston. Traci will be meeting with them in a few days. The document prepared last year on the benefits of CUTC is being formatted for handout to new members.

New Initiatives Committee

Pat and Susan will continue to work on updates for the next New Initiative Projects RFPs.

Workforce Development Task Force

Larry reported that work continues planning a Workforce Development Conference in 2023. The National LTAP has expressed an interest in being involved.

Strategic Partners/Alliances

Traci still needs to 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. As a reminder, 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*
 - Hillary: ARTBA is working on some internal adjustments before finalizing options for dual (ARTBA/CUTC) membership.
- ASCE T&DI: Rilett/Bhat
 - The ASCE Meeting will be held June 14-17, 2023 in Austin, Texas.

Next Meeting: November 18, 2022, 11:00 am CT

Action Items:

- Traci will forward outstanding dues list to Executive Committee
- MNW will finalize contract with the Renaissance before the end of October
- MNW to finalize Sponsorship flyer and share draft with committee



- Traci (with Sriraj and Chandra) to meet with previous award sponsors to explain changes in process going forward
- Pat, Noreen and Traci will coordinate on VIP invitations
- Larry will follow up with Chandra about ASCE activities for the New/Young Professionals Workshop
- Constantine will check with TRB about Co-Sponsoring the New Faculty Workshop and/or providing a moderator for one of their panels
- Traci to follow up with Marwa on Student Group Award
- Camille/Sriraj to followup on TIDE webinar report.
- Traci to send out Strategic Partners survey to members

Adjourned at 12:00 pm CDT