



## Executive Committee Meeting Minutes

November 18, 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 October Meeting. Constantine moved to accept the October meeting minutes and Marwa seconded the motion which passed unanimously.

**Treasurer's Report:** Marwa reported the current balance is over \$280,000 with five (5) universities that still have outstanding memberships. These include: Duke, New Jersey Institute of Technology, University of Central Florida, University of Kansas, and the University of Pittsburgh. Assignments had been made in September for EC members to reach out to each university. Each assigned EC member gave an update on their communication.

**CUTC Peer Exchange Roundtable:** Pat gave a brief history of the newly established CUTC Peer Exchange Roundtable. It began out of conversations with the admin group following the CUTC Summer Meeting. They had the desire to exchange information more frequently.

Pat invited the EC to provide comments. The EC was supportive and Traci will coordinate with Lisa Kay Schweyer who is moderating the first meeting.

### Events Preparation Committee:

- Winter Meeting – The Renaissance has been contracted. Changes this year include one larger reception (instead of two receptions). The reception will be held in the same room as



the banquet. USDOT asked about rounds of 6 instead of rounds of 8. The final layout will not be decided until early registration has passed. Additional discussion points included:

- Most of the VIP Invitations have gone out (remainder will be wrapped up today).
- Sponsors from previous years have been contacted. Pamela Boswell is no longer at APTA and her email was returned. Traci asked if anyone had a different contact there. Sriraj volunteered to assist. Traci would be happy to send a sponsor flyer to anyone who wants to share.
- Attendee Registration is open (on website), but not announced at the time of the call.
- Virtual Options: The banquet is not being streamed, but the Winter Meeting will be streamed. Student videos will be utilized and uploaded to the website after the banquet.
- In Memorial Process – Previously the banquet, while intended to honor students, has sometimes been used to honor those that have passed away in the last year. Hilary volunteered to draft a process to allow for review of “in memorial” requests. It would create a formal process to allow for acknowledgement of founders, past-presidents and others that have had a significant impact on transportation research, education, etc. Sriraj suggested that posters honoring those that have passed be created/displayed (instead of announcing their name over the podium).

For this year, we will move forward and recognize Secretary Mineta. The EC agreed that the Planning Committee can decide how to proceed (video, poster or brief statement).

**Summer Meeting:** Information for the summer meeting is being added to the CUTC website. It will be held at the university. We will meet with them in December to finalize the agenda. They will also have a save-the-date to handout at TRB.

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

- **TRB New Faculty Workshop**

Constantine had followed-up with TRB about co-sponsoring OR providing a moderator, etc. They could not present any options for CUTC involvement. After much communication, it was decided to leave involvement alone for this year. It was disappointing that TRB, as a CUTC strategic partner, couldn't find a way to involve CUTC. It was suggested that deadlines for 2024 be identified so that we could become involved in the conversation earlier (late spring/early summer would be best).



Larry shared that ACSE-T&DI will be repeating the New Professionals workshop that was started at the 2022 meeting (June 2023). They are willing to co-sponsor with CUTC and welcome involvement from Chandra Bhat and Larry.

- **Fall/Winter Webinars**

1. Change the Tide Webinar – Camille and Sriraj are working to finalize the post-webinars document. It has been drafted but editing still needs to be done. Once edited, it could be shared on the CUTC website and potentially written into a journal article (reach a larger audience). It is hoped that it will be completed in January 2023.
2. Native American Seminar (tabled until next meeting)

### **Awards Committee**

Marwa provided an update on the professional/lifetime achievement awards. The deadline for professional and lifetime awards was extended and the review process is underway. However, two awards had limited submittals (Work Force Development and Lifetime Achievement for Transportation in Public Service). The EC recommended outreach to ensure a nomination. Recommendations will be presented at the next meeting.

Hilary provided an update on student awards. Reviews are almost complete, and the Student Review Committee is following up with reviewers. The group award was paused until next year. Marwa, David and Hilary had put together a draft survey focusing on the group award. It was suggested that we could talk about the award at the Winter Meeting to get member feedback.

### **Membership Committee**

University of Houston Application was reviewed, and approval was recommended. Susan moved to accept the membership application; Constantine seconded the motion which passed unanimously. Traci will notify them of acceptance, and they will be presented at the Winter Meeting.

Benefits of Joining CUTC Document – The EC overall was pleased with the document. They would like to see the CUTC Peer Exchange Roundtable added (additional benefit of membership). Traci will work on that.

### **New Initiatives Committee**

No new updates.



### **Workforce Development Task Force**

Larry and Tom O'Brian are working to put a workshop together in 2023. It is the 10-year anniversary of the start of the Task Force. Additional details will be shared at the December 2022 EC Meeting.

### **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. No Strategic Partners Reports were presented (tabled until the next meeting).

**Next Meeting:** December 16, 2022 (moved from December 9<sup>th</sup> due to schedule conflicts), 11:00 am CT

### **Action Items:**

- EC members assigned to a university with outstanding membership will continue to follow-up.
- Traci to coordinate CUTC Peer Exchange Roundtable dates, times and outreach.
- Traci to send out Strategic Partners survey to members.
- Traci to update the CUTC Membership Benefits Document with the CUTC Peer Exchange Roundtable.
- Sriraj to finalize TIDE Webinar white paper.
- Prepare TRB proposal for New Faculty Workshop before May 2023.

Adjourned at 12:00 pm CDT