



Executive Committee Meeting Minutes

April 14, 2023

Held via Zoom

Attendance [**Bold indicates 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 (Treasurer)
- 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- arrived late**
- **Traci Ulberg, MNW (Executive Director)**
- **Kelsey Farago, MNW**

Call to Order by Pat Szary, President

Secretary Report: Sriraj summarized the March meeting and action items. David moved to approve and Hilary seconded the motion which passed unanimously.

Treasurer's Report: Marwa was unable to attend so Traci provided a brief summary. The chapter was in good standing with a balance of \$197,852. That includes one payment for the New Initiatives Projects to Auburn University as well as full/completed deposits for the Winter meeting dinner tickets. This does not include Volpe, which is \$18,000. David will provide an invoice for the remainder of his New Initiative Project to Traci.

Bylaws: Pat had circulated the Awards/Member in Good Standing language as well as the Executive Director language, previously.

Larry sent updated committee section. The description now represents how the committee currently functioning. Larry's only point of concern was the language around "Annual Audit." Pat requested to have everyone review Article II, Article V, and Article VI. Suggested changes need to go to members for review with the election slate (30 days prior to Summer Meeting). As such, all comments need to be made before the next EC Meeting (May 12th).

Hillary is working on the In Memoriam. Combining the solicitation for In Memoriam honorees with the awards solicitation was discussed. She also provided clarification on requirements for



In Memoriam honorees. The plan is to introduce In Memoriam in the fall, after making membership aware at the Summer Meeting.

Events Preparation Committee:

Summer Meeting- Registration is live. Currently, thirty-two attendees registered in person and four are virtual. The early bird registration cutoff is May 5th. The draft agenda is on the website. Pat and Traci will be reaching out to the new UTC to promote. Pat gave a basic agenda outline. Larry proposed inviting the new candidates to the June EC Meeting.

2024 Summer Meeting- Pat reached out to Morgan State in Baltimore, Maryland about hosting 2024. They should confirm soon. Constantine suggested South Padre and the Space X facility as an option if necessary.

2025 Summer Meeting- The University of Arkansas had applied for 2025. The schedule needs revision. Walmart Distribution Center is listed for the technical tour. The registration fee is \$425. Requested to have the meeting in the last half of June. Pat moves to accept the proposal which passed unanimously.

Winter Meeting- Traci stated that The Grand Hyatt is under contract for 2024 and 2025. Constantine suggested a sleeping room block. Traci will look into it.

Activities Committee:

The Young Faculty Workshop at the ASCE International Conference on Transportation and Development (ICTD 2023) will be held in Austin, Texas, Wednesday, June 14, 2023. The workshop will consist of a series of panel sessions focused on helping faculty succeed in the academic environment. The topics of the panels include:

- Preparing for Teaching
- How to Develop and Sustain a Research Program
- Service and Tenure Preparation
- Living Life in Those First Few Years

TRB activities- One to three people and a topic are needed by June for the panel. Larry suggested using winners of faculty awards to use as the panel. Constantine recommended including winners from previous years. Sriraj requested Larry and Chandra use their workshop and make it available to a larger audience.

Student Award:

Group awards are not yet finalized. Traci is going to send out the survey again. Regarding recruitment of reviewers, Hillary and Traci clarified the process for accepting the assignment. A letter will still be included, with a required response, to each potential reviewer along with calendar invites for each deadline.



Workforce Development Taskforce: Larry requested to have an EC member participate as he rotates off the committee.

New Initiatives: Overall the language was felt to be acceptable, but Susan will do a more in-depth review. A brief discussion included ways to improve the New Initiative Projects to be more applicable/useful to the CUTC membership.

Constantine suggested adding a student travel scholarship for attending and presenting at a conference. Siraj pointed out that the excess funds may not be sustainable in the future. Concerns were raised that student travel scholarships may be different than the intended focus of the New Initiatives Projects. New Initiative Projects were initially a way to incentivize universities to look for ways to seed new ideas and add value to CUTC membership. Camile suggested combining any scholarships with student awards that are already in place.

Slate of Candidates (Elections): The anticipated slate of officers will be as follows (Pat Szary moves to Immediate Past President):

- P.S. Sriraj, President
- Marwa Hassan, Vice-President
- Yin Hai Wang, Secretary
- Michael Knodler, Treasurer
- Mansoureh Jeihani, Morgan State University has agreed to be nominated for one of the two open member-at-large seats. Others have not been finalized (EC members were asked to send suggestions to Pat or Larry)

Membership: One new application has come in from the University of Massachusetts, Lowell. Pat stated that the Membership Committee reviewed the application and voted to recommend it for approval. They will be introduced at the Summer Meeting.

With the new UTC grants, many new applicants are expected. The EC members were asked to reach out to any new schools that they are in contact with and encourage applications to be turned in soon so they can also be introduced at the Summer Meeting.

Action Items:

- David to send Traci an Invoice for New Initiative Project
- Send Member-at-Large candidate suggestions to Pat and/or Larry
- Review Bylaws: Article II, V and VI
- Traci to look into sleeping room block for Winter Meeting
- Traci to notify University of Massachusetts, Lowell about acceptance of membership
- Traci will draft process/responsibilities for Strategic Liaisons and send to Pat/Board for review.



Next Meeting (with focus areas)

- May 12, 2023, 11:00 am CT (Zoom) – Strategic Liaison Reports
- June 20, 2023, 5:00 pm (room pending), Miami, Florida
- July 14, 2023, 11:00 am (Zoom)
- August 11, 2023, 11:00 am (Zoom)
- September 8, 2023, 11:00 am (Zoom)
- October 12, 2023, 11:00 am (Zoom)
- November 10, 2023, 11:00 am (Zoom)
- December 8, 2023, 11:00 am (Zoom)