



Executive Committee Meeting Minutes

May 12, 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)**

Call to Order by Pat Szary, President called the meeting to order.

Secretary Report: Sriraj summarized the April meeting and action items. Marwa moved to approve and Larry seconded the motion which passed unanimously.

Treasurer's Report: Marwa provided the treasurer's report. The balance is currently over \$176,000 with no outstanding bills.

Bylaws: Larry reported that all the bylaw changes have been consolidated. Because the changes are so large, forwarding a marked copy to members is not feasible. Instead Traci will forward both versions – the current version and the new version (with changes highlighted). In the email, members will be invited to send concerns/changes to EC members ahead of time. Larry will send an introduction/explanation to include in the email. Constantine moved to accept the bylaws changes as written. Hillary seconded the motion which passed unanimously.

Standing Committee and Task Force Reports

Summer Meeting:

- 2025 – Pat and Traci met with Arkansas to review the agenda development process and what to expect.
- 2024 – Constantine has been working to get a plan together for June 2024 (originally was looking at May). There was a price increase with the meeting being held in June (peak season). Constantine checked with USDOT to ensure that USDOT had no problems with the cost increase. Feedback received thus far indicates that special permission will have to be given by Firas



Ibrahim to exceed reimbursement over the set per-diem. Constantine is also looking at two different facilities with the hope of getting a 10-room block at the government rate for USDOT to use.

Four options include SpaceX, Brownsville Port Authority and the International Bridge. Dates: June 10-12, 2024 (Monday – Wednesday pattern). The EC didn't express any concerns and Constantine will continue to move forward with plans.

- 2023 Meeting – Agenda development for the USDOT meeting and the Business Meeting has been slow. Pat reviewed the draft Business Meeting minutes with the EC. We are very tight on time this year so discussion centered around discussion points that could be tabled until the Winter Business Meeting.
 - Both Larry and Constantine will keep comments about the Young Professionals/New Faculty Workshops brief. Constantine invited EC members to participate in the planning calls for the TRB workshop. Larry will sit in on a few.
 - The New Group Award will be announced and the survey will be sent again to members. She will provide a video to Traci for use at the meeting. The incentive (50% discount for banquet registration) will also be relayed to members during the Business Meeting.
 - The election slate will be shared with members ahead of time. Nominees will not be asked to speak during the meeting.
 - One New Initiative Project presentation will be given.

Winter Meeting: To be held at the Grand Hyatt, Washington, DC. Traci was unable to get a sleeping room block for CUTC's use as all rooms are being set aside for TRB.

In Memoria: Hillary reviewed the final "In Memoria" process to include name of nominee, contact information for person submitting the nomination and no more than two pages of explanation to cover not only their contribution to transportation, but to CUTC. The deadline would be the same as the professional awards and the Executive Committee will have the ability to decide the format. Constantine moved to accept the "In Memoria" process as written, Sriraj seconded the motion which passed unanimously.

Award: As mentioned previously, survey responses have been low and one more attempt to obtain additional data will be conducted. The Group Award will be implemented this year, but the Community College involvement is still being developed. To formalize the 50% discount for reviewers, Marwa moved to accept implementation of a discount and Constantine seconded the motion which passed unanimously.

Activities Coordination Committee:

- Larry reported on the ASCE New Professionals Workshop to be held June 14, 2023. Because this will be a recurring meeting, it might conflict with future CUTC Summer Meetings. It was suggested that Yin Hai Wang (nominated to Treasurer) may have input into future dates.
- Summer Webinars



- Changing the TIDE – Sriraj is still working on the white paper.
- Native American Seminar – With the new tribal colleges now involved in the new UTC program, reaching out to them will be important. No date has been set.

Workforce Development Task Force: No activity with this group.

Nominating Committee:

- President – Dr. P.S. Sriraj
- Vice President – Dr. Marwa Hassan
- Secretary – Dr. Yin Hai Wang
- Treasurer – Dr. Michael Knodler
- Directors: Dr. Mansoureh Jeihani and Dr. Josias (Joe) Zietsman

A notice to members will be sent with proposed slate and asking for any additional nominations from the membership. Because the June EC meeting is being held prior to the

The meeting adjourned at 11:55 am CDT.

- Membership Committee: no additional applications received
2. Strategic Partners/Alliances – Strategic Liaison semi-permanent volunteers shown in red. Finalize presentation plan for July meeting and determine ECTRI, IRF and TRF Involvement.
- AASHTO RAC: *Bhat/Larry Rilett/Hassan*
 - ARTBA Research & Education Division (RED): *Tarawneh/Nixon/Karen Philbrick*
 - TRB: *Nixon/Larry Rilett*
 - ENO Foundation and Transportation Weekly: *P.S. Sriraj/Open*
 - APTA: *Sriraj/Gregory Newmark* (just took position at Morgan State)
 - ASCE T&DI: *Wang (coming on in 2023-24)/Rilett/Chandra Bhat*
 - ITE: *Knodler (coming on in 2023-24)/Mansoureh Jeihani*
 - ITS America: *Stan Caldwell*
 - European Conference of Transport research Institutes (ECTRI): *O'Brien?/Bhat*

3. Other items

4. Next Meeting(s)

- June 20, 2023, 5:00 pm/room pending, Miami, Florida
- July 14, 2023, 11:00 am (Zoom) *Strategic Liaisons*
- 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)

5. Adjournment