

Meeting Notes

RAC Task Force on Administration

July 26, 2017

1:15 – 2:45 PM

In attendance:

Allison Hardt (Chair)	Flavia Pereira	Keith Platte
Cynthia Jones	Elisha Wright-Kehner	Linda Taylor
Brian Worrel	Michael Bufalino	David Pamplin
Cindy Smith	Chris Hedges	Sidney Stecker
Dale Peabody	Natassja Linzau	Carolyn Morehouse
Terry Swygert	Anne Freeman	Mary Moulten

Decision and action items are underscored.

1. Your Role in RAC Session Debrief

- Very positive feedback about the session, especially the new interactive format.

2. RAC Meeting Planning Guidelines (Please bring comments)

- 2017 was the last year that a State/Host Region was responsible for planning the RAC meeting. Moving ahead it will be a joint venture between the State/Host Region and AASHTO.
- The guidelines have been updated (will be posted to the website soon) and it clearly identifies the timeline and planning responsibilities of the different parties involved.
- The language in the document needs to be verified for correctness.
- Keith Platte will share this document with his staff and have the in-house conference planners take a look at the document to make sure that the time frame etc. looks correct. Maybe create a visual calendar of events.

3. RAC Committee and Task Force Membership Designations

- All state DOTs are members of AASHTO. ‘Friends’ in other AASHTO committees comprise of consultants or industry partners. ‘Friends’ are people that are not associated with any governmental agencies or states. Currently, in RAC task forces, the definition of ‘Friends’ is a little different. ‘Friends’ in RAC task forces are actually DOT personnel that are not RAC members.
- Keith Platte suggests use of nomenclature for RAC task forces that aligns with other AASHTO committees. All DOT members should be considered members of the task forces. Only the RAC members should be considered as voting members for task forces, when necessary. All the rest of the DOT members should be considered non-voting members. Anyone from outside of state DOTs such as

academia or private industry should be considered as 'Friend'. Allison will present this to the RAC leadership board. It will need to be voted on by the leadership board to change the [RAC operating guidelines](#).

- Keith will discuss this with the Coordination and Collaboration task force and Conduct of Research committee - member vs. friend and voting member vs. non-voting member.

4. Website Working Group

- [Peer exchange webpage](#) host peer exchange reports, peer exchange activities etc. Is it necessary to keep the 'peer exchange activities' on the webpage? Is it heavily used? Is it current? This will be discussed during the next Website Working Group conference call. None of the people in attendance felt strongly that 'peer exchange activities' need to stay on the webpage.
- RAC website has migrated over to the [new AASHTO website](#). It offers useful perks such as the [RAC task force membership](#), which now has a sort function etc. Bulk e-mailing is not possible at this point. If necessary, Natassja can send out the bulk e-mail or RAC list serve can be used. The migration is not yet complete, so there are a few broken links that are being fixed.

5. Current Task Force Initiatives

- Overview of Administration task force activities/products (See below). Keith suggested doing 1-2 min YouTube videos about RAC mentoring 101 etc. Allison and Keith will discuss this. Keith suggested that maybe TRB might be able to do this. Cynthia will check if someone in her office can do it.
- RAC mentoring 101 PowerPoint and RAC mentoring spreadsheet were highly acknowledged.
- Keith discussed report distribution. He will send an update to RAC members (maybe once a month or so) about documents that he sends to different personnel in each state DOT, so that Research in every state is aware of the AASHTO correspondence.

6. New Focus Areas (e.g. additional efforts related to onboarding)

- New Member Ribbons during the RAC meeting next year.
- RAC or TRB meeting could be used for pairing mentor and mentee.

7. Next Admin TF Meeting – August 29th, 2017 at 1:30PM EST

RAC Task Force on Administration Products – July, 2017

Initiative	TF Lead	Status	Timeline	Product
SCOR/RAC Website Working Group	Beth Klemann	The subcommittee meets monthly to review website content.	On-going initiative throughout the year	Website: https://research.transportation.org/
RAC Winter Meeting Agenda/Survey	Rotates – R4 to plan 2018 agenda	Planning for the 2018 Winter Meeting will begin this fall.	Meeting survey conducted in January, call for agenda items October	<ul style="list-style-type: none"> • Agenda (emailed to RAC) • Meeting survey and results (emailed to RAC)
State DOT Research Fact Sheets	Allison Hardt	The Task Force sends a request to Regional Chairs each February to work with their regions to review/update the Fact Sheets. Natassja Linzau posts updated sheets to the SCOR/RAC website.	Annual review each February	Fact Sheets posted on the following page: https://research.transportation.org/state-dot-research/
Task Force Membership Spreadsheet	Natassja Linzau	Task Force Chairs will be requested to update this information immediately following the National Meeting in Providence. Another update will occur after the RAC Winter Meeting in January.	TBD - Update process is under review	Spreadsheet posted on the following page: https://research.transportation.org/rac-membership/
RAC Mentoring Guidelines	Cynthia Jones for 2017	The guidelines were updated and posted on the SCOR/RAC website in March 2016.	Annual Review each fall, additional updates as needed	https://research.transportation.org/RAC-Mentoring-Program/
RAC Operating Guidelines	Allison Hardt	The Operating Guidelines were updated and approved by the RAC Leadership Board and posted on the SCOR/RAC website in June 2016.	Updated as needed	https://research.transportation.org/RAC-Operating-Guidelines/
RAC 101 PowerPoint	Allison Hardt, Cynthia Jones, Rick Kreider	The PowerPoint was updated and posted to the SCOR/RAC website in January 2017.	Periodic review for updates.	PowerPoint posted under 'Products' on: https://research.transportation.org/rac-task-forces/administration-task-force/
Your Role in RAC: A Foundation for Best Practices	Rotates	The 2017 session included the following topics: <ul style="list-style-type: none"> • Communicating Research Results • Administering RAC Surveys • RAC Onboarding 	Annual initiative held during the AASHTO RAC/TRB State Reps Annual Meeting (typically July)	In-Person Discussion session, no formal presentations
Guidance on Hosting National RAC Meeting	Michael Bufalino	The goal of this task is to review and update the RAC Meeting Planning Guidelines that are posted on the SCOR/RAC website.	The goal is to post updated guidance before the end of 2017.	Products under review: https://research.transportation.org/Documents/AASHTORACMeetnigPlanningGuidelinesDRAFT.pdf Summary Information for National RAC 1994 – 2010 (excel file on the website)
Regional Chair Checklist	Cynthia Jones	Distributed to the Regional Chairs in February 2016.	Will be sent out each August after the National RAC Meeting	Word file is available but should consider posting on the Regional RAC page – https://research.transportation.org/regional-rac-page/