

Meeting Notes

RAC Task Force on Administration

January 31, 2017

1:30 – 2:30 PM

In attendance: Beth Klemann, Allison Hardt (Chair), Chris Hedges, Cynthia Jones, Rick Kreider, Brad Overturf, Dale Peabody, Flavia Pereira, Brian Worrel.

Decision and action items are underscored.

1. **Meeting Agenda** – Allison

2. **Previous Meeting Notes**

Motion (Jones/Kreider) to approve the meeting notes was approved.

3. **Existing Business Updates**

A. Task Force Announcements (Allison)

James Watkins has retired from the Mississippi DOT. Allison will work with Region 2 to identify a new member to replace him. The Task Force is still working to identify a new Secretary.

B. Website Working Group Update (Beth)

The Working Group is looking to recruit new membership; in particular members that are new to RAC. They are also seeking input from RAC Leadership and the Task Force Chairs on what areas of the website they should focus on.

C. RAC Winter Meeting (Allison)

There was general agreement that the meeting went well and that the changes to the format were well received. The next step is send a survey to the RAC listserv to get additional input on the meeting. Because no Region 4 members were on the call, Allison agreed to take the lead on the survey. Allison will develop a survey and send it to RAC by mid-February.

D. RAC 101 Presentation (Allison, Cynthia, Rick)

The updated presentation has been posted to the SCOR/RAC website. No further action is needed on this item. Future updates will occur as needed. Click [here](#) to view the updated presentation.

E. Guidance Document for Hosting National RAC Meetings (Michael)

No update on this call. The draft document is still pending Task Force review.

F. Review of the National RAC and RAC Chairs Listserv (Cynthia)

Cynthia contacted Maina and provided input. No further action is needed.

G. Task Force Products and/or Document Libraries (Allison)

Maina is seeking input on this page of the SCOR/RAC website from the Task Force Chairs (i.e. it is up-to-date, would they like to see changes?) – Allison agreed to raise this on the next Task Force Chairs call.

H. RAC Activities and Updates Calendar (All)

A draft of Maina's SCOR/RAC Website Content Calendar was reviewed. Several comments were discussed including adding information on meeting dates, RAC Operating Guidelines, and the website treasure hunt. Allison will provide the comments to Maina.

I. NCHRP 20-111 – "Support for RAC Task Forces in Response to the SCOR Strategic Plan:

- a. Transportation Pooled Fund Website (Allison) – No update at this time.
- b. Documenting Deliverables from and Best Practices for DOT Research Peer Exchanges (Elisha) – No update at this time.

4. New Business

A. Annual State DOT Research Fact Sheets (All)

It's time again to ask each state to review their fact sheet that is posted on the SCOR/RAC website. States should indicate that their fact sheet is either up-to-date or provide an updated version. Allison will email the RAC listserv to request that all states review their fact sheets and provide an updated version (if needed) by March 31st.

B. Your Role in RAC (Cynthia)

Cynthia suggested that we determine if this session will be on the agenda for this summer's meeting in Kentucky. If it is, it's time to start planning the discussion topics/discussion leaders. Dale mentioned that he had put a plug in for this session but suggested that someone follow-up with Jason Siwula or Joe Crabtree. Allison will email Jason and Joe to see if this session will be included on the Annual Meeting agenda.

C. RAC Mentoring/Onboarding (Cynthia)

Cynthia suggested that the Task Force look at mentoring/onboarding of new members. R3 mentoring is going well and they have even included members from other regions. They have found that it works well to have more than one person at a time on calls (i.e. as opposed to one-on-one mentoring). The group discussed that it might be helpful to set up a conference call and/or webinar where any new member would call in or connect at a specific time to ask questions or discuss a topic. This could occur a few times a year. Allison suggested that the Task force continue to explore this idea and bring additional thoughts to the February call. Allison will include RAC Mentoring/Onboarding as an agenda item on the February call.

5. Items for RAC Leadership (next call February 9th):

- A. Allison will mention that the Task Force will be sending out a survey to obtain feedback on the Winter Meeting Survey, it's time to review/update the State DOT Fact Sheets, the Task Force is seeking a new R2 member to replace James Watkins, and the Website Working Group is looking to add new members.

6. Next Admin TF Meeting – February 28, 2017 at 1:30PM EST

Motion (Kreider/Worrel) to adjourn the meeting was approved.