

Meeting Notes

RAC Task Force on Administration

May 29, 2016

1:30 – 3:00 PM

In attendance: Allison Hardt (Chair), Stephanie Dock, Chris Hedges, Cynthia Jones, Dionysia Oliveira (for Mike Connors), Beth Klemann, Rick Kreider, Carolyn Morehouse, Dale Peabody, James Watkins.

Decision and action items are underscored.

1. Meeting Agenda – Allison Hardt

No changes.

2. Previous Meeting Notes

Allison will distribute the notes before the next call.

3. Existing Business Updates

A. Website Working Group (Rick Kreider)

Recent updates included a new home page, updated new member guide, and a treasure hunt, which will be sent out tomorrow.

B. Fact Sheet Updates (Allison)

California was updated in May

<http://research.transportation.org/Pages/StateDOTResearchUnitFactSheets.aspx>

C. Your Role in RAC (Cynthia)

Allison will moderate the sessions, which will feature facilitated discussion on three topics: peer exchanges (David Jared), the DOT “Super Circular” (Jack Jernigan or a designee), and RAC mentoring (Megan Swanson).

D. RAC Operating Guidelines Proposed Changes (Allison)

Sue Sillick’s proposed changes were reviewed and accepted. With those changes, the revised operating guidelines will be forwarded to the RAC Officers for approval.

Allison will prepare text for Appendix I (list of revisions to the operating guidelines) in time for the next meeting.

E. RAC Task Force Membership Spreadsheet Update (Allison)

This has been on hold pending the revision of the operating guidelines. Allison should complete the update in the coming weeks.

F. Guidance Document for Hosting National RAC Meetings (Michael Bufalino)

No report.

G. NCHRP 20-111 project, “Support for RAC Task Forces in Response to the SCOR Strategic Plan:

a. Transportation Pooled Fund Website (Allison)

TRB staff will be working with a panel and IT contractors to migrate the TPF site from the consultant’s server to AASHTO.

b. Documenting Deliverables From and Best Practices for DOT Research Peer Exchanges (Chris Hedges)

A potential contractor has been identified and invited to submit a proposal.

4. New Business – All

A. Agenda for July meeting in Providence

Allison will try to arrange a conference call connection to the meeting.

Suggested topics: a review of membership, status reports on current activities, feedback from RAC Chair, AASHTO reorganization discussion, update from Website Working Group, and feedback on future website changes.

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

Revised operating guidelines.

Next Admin TF Meeting – June 28, 2016 at 1:30PM EST