Meeting Notes

RAC Task Force on Administration
April 25, 2017
1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Cynthia Jones, Elisha Wright-Kehner, Beth Klemann, Flavia Pereira, Michael Bufalino and Carolyn Morehouse.

Decision and action items are underscored.

1. **Meeting Agenda** – Allison

2. **Previous Meeting Notes**

   Motion (Elisha/Beth/Michael) to approve the meeting notes was approved.

3. **Existing Business Updates**

   A. Task Force Announcements (Allison)

   - Region 2 is working on identifying a new Task Force Member.

   B. Website Working Group Update (Beth)

   - The WWG is currently working on updating 'State DOT Research' pages on the [Resources for Research Managers](#) webpage. The 'State DOT Research' has three separate pages for each State including the State Fact Sheets, State DOT Research Website and State DOT Publications Notification. Having the hyperlinks for the three separate pages on one page would consolidate and make it easier to access all the information for each state on one page.

   - AASHTO is migrating from the SharePoint to the WordPress platform. The contents will remain the same but WordPress is user-friendly and has a modern look compared to SharePoint. In addition, the migration will help with the cleanup of the outdated content and/or consolidate information as mentioned above. The SCOR/RAC has the largest public facing website whereas other committees have a member-only login based websites. So it will be good to keep the website well organized and up-to-date.

   - The migration might be completed before the RAC Summer Meeting. It will be good to have a presentation to introduce the new website during the meeting. Dale Peabody will check with the meeting-planning group to figure out a suitable time to do this or may be the presentation can be arranged during 'Your Role in RAC' session.

- SCOR/RAC membership list and the Task Force membership list are posted on our website and we have to continually update it. AASHTO has a membership database that automatically populates the information. After migration, we will have the option to use this feature. Members of the WWG were very supportive of using this option. Members of the Admin Task Force also expressed support in favor of using the feature to automatically populate the roster.

C. State DOT Research Unit Fact Sheet Updates (Allison)

- To date, 22 states have updated their Fact Sheets and 4 other states will be updating theirs in the next few weeks.
- Most of the states in Region 4 need to update their Fact Sheets. Allison to follow up on that one last time.

D. Your Role in RAC (All)

- Allison to reach out to RAC and solicit topic suggestions for inclusion in the 'Your Role in RAC' session at the Summer Meeting.
- Elisha to touch base with Joe Crabtree to see if he has any topic ideas and get back to Allison.
- Topics from the prior years that were not discussed can be included. Cynthia to check her notes for topic ideas and also the actual 'Topic Survey' and send it to Allison.
- 'Peer Exchange Best Practices' by Jason Bittner can be a potential topic.

E. RAC Onboarding (All)

- It was discussed during the summer meeting-planning call to include new members during breakfast for two mornings. Identify seasoned RAC members who can join the breakfast tables with new members for discussion and answering questions etc. for two mornings.
- Keeping it informal will make it friendly and easy for new members to participate.

F. Mentoring Guidelines (Cynthia)

- Mentoring Guidelines Annual Review - The content is mostly good and thorough. Some minor changes to be made. Cynthia will update it and get it to Natassja for uploading to the website.

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

- With AASHTO taking the lead, the guidance on setting up the program will change but not necessarily the guidance on hosting.

- AASHTO seems to want to use their conference planners for future meetings.
- The document will most likely be a re-write. It might be good to cover the winter meeting in the document as well.
- Brainstorm and outline the points to include in the document with Keith Platte during the Task Force meeting this summer (if he is available during the meeting).

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

1) Documenting Deliverables from and Best Practices for DOT Research Peer Exchanges (Elisha)
   - Working with Jason Bittner to define the interview guide and interview questions for in-depth interviews. Seven people have volunteered to do in-depth interviews.
   - Total 42 states have responded to the survey so far.
   - A presentation at the summer meeting can be planned on the progress of this project.

4. New Business

Nothing new.

5. Items for RAC Leadership (next call May 11th):

- Your Role in RAC will be discussed.
- Solicit ideas/thoughts on RAC Onboarding breakfast meetings.

6. Next Admin TF Meeting – May 30th, 2017 at 1:30PM EST

Note: Let Allison know if you will not be around for the May 30th call. If not enough attendance, the call can be rescheduled.

Motion (Carolyn/Elisha) to adjourn the meeting was approved.