

Meeting Notes

RAC Task Force on Administration

August 29, 2017

1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Elisha Wright-Kehner, Cynthia Jones, Rick Kreider, Cindy Smith, Terry Swygert, Brian Worrel, Flavia Pereira, Bradley Overturf.

Decision and action items are underscored.

1. **Meeting Agenda** – Allison

2. **Previous Meeting Notes**

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

3. **Existing Business Updates**

A. Task Force Announcements (Allison)

- Terry Swygert is a new Admin Task Force Member.

B. Website Working Group Update (Allison)

- Beth Klemann left the New Hampshire DOT and now works at the Minnesota DOT. She has been the chair of the Website Working Group (WWG) for the past one year and would continue as the chair for one more year.
- There have been some issues with the new RAC website after the migration and Natassja is working on it. If anyone notices any problems bring it to Allison or Natassja's attention.
- Peer Exchange – If you are planning a Peer Exchange, please let Natassja know and she will post it to the RAC website to keep the RAC community informed. Allison will mention this on the RAC Leadership call.
- RAC rosters have changed on the new website. Instead of an Excel sheet, the new website populates the member roster directly from the AASHTO database. This new feature makes it easier to sort information by categories such as RAC Regions, RAC Chairs, RAC Task Force members etc. The rosters can be found under the 'RAC Membership' tab. In future, the Chairs will be reminded to confirm the respective membership information and we will move away from updating the Excel sheets.

- The WWG is always looking for new members, who come with a fresh set of eyes and ideas, and it also helps them to learn a lot. So please encourage new members to join.

C. Your Role in RAC (All)

- On hold pending RAC annual meeting survey and results.

D. Mentoring Guidelines (Cynthia)

- Natassja posted the updated Mentoring Guidelines to the new website recently. Allison will update everyone about this on the RAC Leadership call.

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

- The draft was reviewed last month at the Summer Meeting and Keith Platte will be sharing this document with his staff and have the in-house conference planners take a look at the document to make sure everything is correct. We don't have an update at this time.

F. Task Force Designations (Allison)

- Designations for task force voting members, non-voting members and friends in the database will change to follow the way AASHTO designates its members. This was discussed at the Summer Meeting and Allison will discuss this topic during the RAC Leadership call.
- For the Task Force database on the new RAC website:
 - Only DOT members will be listed as Members;
 - Only RAC members from DOTs will be listed as Voting;
 - Non-RAC members from DOTs will be listed as Member non-Voting;
 - Friends from DOTs will be listed as Member non-Voting; and,
 - Anyone from outside of DOTs such as from the private sector or academia will be listed as Friends (Member non-Voting).
- Some task forces have 'Friends' acting as 'Members.' Per the RAC Leadership Board, this is perfectly fine. For the database, designations will have to be presented in a certain way but for individual task forces there will be flexibility as to who will be voting, non-voting etc. for their respective task force business. AASHTO has official ballot voting and the designation is important in that respect; but for most of the task force business, voting isn't a huge issue with the exception of Coordination and Collaboration Task Force.

G. RAC Onboarding (All)

- New Member Checklist Distributed Regional Chairs/Vice Chairs on 7/31 (filed posted in RPPM). If anyone is not listed, please let Allison know.

- Additional onboarding activities.
 - Periodic webinars or Q&A sessions would provide a comfortable environment and learning opportunity for new members. First such session would be about the 2018 TRB Annual Meeting. Cynthia will send out an e-mail to RAC regarding this.

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

- Documenting Deliverables from and Best Practices for DOT Research Peer Exchanges (Elisha) - No update at this point.

I. NCHRP 20-120 – Next Generation Transportation Pooled Fund Website (Allison)

- The TPF website is undergoing updates and will have a lot of improvements. The new contractor ‘iEngineering’ is better and more responsive than the previous one. The updates are in progress.

4. New Business

- Future Updates to the RAC Task Force Membership Spreadsheet – Moving forward, the membership list will be populated from the AASHTO database.
- Agenda for January Winter Meeting is underway. David Ooten from Oklahoma will be helping Region 4 coordinate the agenda for the meeting. Carolyn Morehouse and Michael Bufalino will also work with him to develop the agenda. RAC will be e-mailed sometime in late October to get an input if there are any additional topics to discuss during the Winter Meeting.
- During the next SCOR meeting, there will be a discussion about the SCOR name and/or acronym change due to the reorganization. This probably will impact the new RAC website. Allison will discuss this during the next RAC Leadership call.

5. Items for RAC Leadership (next call September 7th):

Allison will discuss –

- SCOR name and/or acronym change and website update.
- Updated Mentoring Guidelines.
- Task Force Membership designation discussion.
- Peer exchange – e-mail Natassja to update the information on the website.

**6. Next Admin TF Meeting – October 31st, 2017 at 1:30PM EST
(September 26th is cancelled)**

Motion (Rick/Cynthia) to adjourn the meeting was approved.