

# Meeting Notes

## RAC Task Force on Administration

May 30, 2017

1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Cynthia Jones, Beth Klemann, Flavia Pereira, Lori Sundstrom, Brian Worrel, Rick Kreider, Cindy Smith and Dale Peabody.

Decision and action items are underscored.

1. **Meeting Agenda** – Allison

2. **Previous Meeting Notes**

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

3. **Existing Business Updates**

A. Task Force Announcements (Allison)

- Cindy Smith is the new Admin Task Force Member from Region 2.

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 three separate pages including the State Fact Sheets, State DOT Research Website and State DOT Publications Notification on ‘State DOT Research’ webpage are in the process of being combined onto one page and when its all ready information will be sent out to RAC members so that everyone can verify that the links for their state are correct.
- A WWG breakfast meeting on Thursday morning at the RAC summer meeting will introduce RAC members to the new website changes. Allison sent an e-mail to Jason and Joe to change the title of the session so that we can reach out to RAC members who are new or just want to learn more about the website. The meeting is open to all the RAC members and not just the WWG members. Beth and Natassja are working on the presentation and Natassja will present the information during the RAC meeting.
- It was discussed if it is necessary to keep the State Fact Sheets on the website, since all the fact sheets need to be kept updated. Also, some states have their website link on the ‘State DOT Research’ webpage. So this could duplicate the information especially when we are trying to

consolidate the information. Everyone was in favor of keeping the State Fact Sheets.

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

- Texas sent their Fact Sheet to Allison. Allison will forward it to Natassja to post on the website.

#### D. Your Role in RAC (All)

- Survey results were posted on the RPPM. Based on the results, Allison and Brian shortlisted 3 topics for further discussion here. These topics will be included in 'Your Role in RAC' session at the RAC Summer meeting.
  1. Communicating Research Results
  2. Best Practices for administering RAC surveys
  3. New member engagement in RAC
- Allison will moderate the session.  
Discussion facilitators for the above topics –  
Topic 1: Brian recommended Minnesota and/or Michigan  
Topic 2: Sue Sillick was recommended for this topic  
Topic 3: Rick Kreider and Cynthia Jones will be the facilitators.  
Allison will work with Brian to follow up on contacting the discussion facilitators.

#### E. RAC Onboarding (All)

- Activities currently being planned for RAC Onboarding include
  1. Topic 3 discussion, as indicated above, in 'Your Role in RAC' session.
  2. The WWG breakfast meeting focused on encouraging the new members to learn how to navigate the website.
  3. Tables for new members each morning during breakfast chaperoned by seasoned RAC members. Cindy will check with the planning committee about this during their next call.

#### F. Mentoring Guidelines (Cynthia)

- Cynthia was not on the call until later in the meeting. So this topic was postponed for discussion at a later date.  
It was discussed in a previous call that some minor changes are to be made and Cynthia will be updating it.

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

- Michael was not on the call. So this topic was postponed for discussion later.  
It was discussed during the last call that with AASHTO taking the lead in planning of future RAC meetings and the AASHTO reorganization in the works, it would be better to discuss this in person during the Task Force meeting this summer. Keith Platte will likely be attending the summer 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)
  - Elisha was not on the call.
  - Allison completed her interview with Jason Bittner.
  - A presentation at the summer meeting has been planned on the progress of this project.

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

- Natassja is in the process of putting this group together. Allison, Cynthia and Brian are participating in this group.
- The primary purpose of this group is to oversee the migration of the Pooled Fund Website to a Cloud-based platform. The group will focus on the functionality of the website prior to going into production and will also work on the reviewing and prioritizing enhancements to the website. Natassja will be leading the group.

#### 4. New Business

Nothing new.

#### 5. Items for RAC Leadership (next call June 8<sup>th</sup>):

Allison will discuss –

- Your Role in RAC and the 3 discussion topics.
- The WWG breakfast meeting focused on encouraging the new members to learn how to navigate the website.
- Tables for new members each morning during breakfast chaperoned by seasoned RAC members.

#### 6. Next Admin TF Meeting – June 27<sup>th</sup>, 2017 at 1:30PM EST

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