

# Meeting Notes

## RAC Task Force on Administration

March 28, 2017

1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Cynthia Jones, Elisha Wright-Kehner, Brian Worrel, Dale Peabody, Stephanie Dock, Beth Klemann, Flavia Pereira, Bradley Overturf, Chris Hedges, Jason Siwula.

Decision and action items are underscored.

1. **Meeting Agenda** – Allison

2. **Previous Meeting Notes**

Motion (Beth/ Elisha) 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, which Elisha expects in April.
- Flavia accepted the responsibility of Admin Secretary, starting today.
- Add Lori Sundstrom to the Task Force. Chris Hedges continues to be an associate member.

B. Website Working Group Update (Beth)

The WWG is currently working on updating the [Resources for Research Managers](#) webpage and wants to know if this task group would like to see anything added to this webpage regarding communication/marketing of research. The possibilities discussed were:

- Include tips and techniques for others to learn regarding communicating research such as collaborating with the Public Information Office within state DOT's for research communication, publishing a 'Research Corner' in the agency newsletter, trading cards etc.
- Chris suggested considering the communications guide.
- Cynthia suggested that Linda Taylor of Minnesota DOT has personnel to handle communication/marketing. It might be a good resource to get more information. Also, adding information about pertinent policies will be helpful.
- Allison will get input during the RAC Leadership call about this.
- Solicit PM&Q for input regarding communicating research.

The WWG is also focusing on having all the state related information such as fact sheets, publications notifications and research websites for each state on one page. This information will be on the Resources for Research Managers webpage under the heading 'State DOT Research'. Maina and Natassja to brainstorm on how to best organize this information.

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

20 states have replied. About half of these 20 have updated the fact sheet and the other half e-mailed that their fact sheet is up-to-date.

D. Your Role in RAC (All)

- 'Your Role in RAC' is confirmed as the first session, Monday July 24<sup>th</sup>, at the RAC Summer Meeting.
- Brian Worrel agreed to lead the planning of the discussion topics and Stephanie Dock will assist. Jason Siwula suggested a conference call so that the conference planning team can provide topic suggestions to the Task Force. Allison will include Brian on the call.

E. RAC Onboarding (All)

Discussion during the previous RAC leadership call supported having 'informal time' during the RAC Summer Meeting. The possibilities discussed during this Task Force call were:

- Monday would be a preferred day for the informal time.
- Either breakfast time, lunch time, or, if possible, both breakfast and lunch time would be good. The earlier in the meeting, the better.
- This would be a no host session.
- For new members - a separate table can be arranged or new members can be adopted by the seasoned RAC members and accompanied to lunch or breakfast.
- Elisha to recommend this to the planning committee to come up with a time slot and location.
- Continue discussion during the next call.

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

Michael did not participate in the call, no update. The draft document is still pending Task Force review.

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

1. Transportation Pooled Fund Website (Allison) – No update at this time.

2. Documenting Deliverables from and Best Practices for DOT Research Peer Exchanges (Elisha) – Meeting with Jason Bittner on Thursday for updates, survey will be open April 7 - 30th. Interviews will be in May and information will be presented at the RAC Summer Meeting.

#### 4. New Business

A. [Mentoring Guidelines](#) Annual Review - *need a volunteer to review for outdated information/broken links/information that should be added.*

Cynthia volunteered.

#### 5. Items for RAC Leadership (next call April 13<sup>th</sup>):

- Allison will mention that members need the RAC Summer Meeting agenda to submit travel for the meeting. Elisha will e-mail the draft agenda to the task force and also talk to Joe Crabtree about making the agenda available on the website.
- Allison will seek input on 'Communicating Research' from the RAC Leadership. These will be suggestions about pertinent information to add to the 'Resources for Research Managers' webpage about communication of research.

#### 6. Next Admin TF Meeting – April 25, 2017 at 1:30PM EST

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