



**AASHTO RAC 1 Conference call
November 2, 2017
1:30-2:30 PM**

1. Roll Call

STATE	NAME		STATE	NAME	
Connecticut	Michael Connors		New York	Don Streeter	
	Bradley Overturf, PM&Q	x		Robert Sack	
	Flavia Pereira, Admin, VoR	X	Pennsylvania	Laine Heltebridle	
Delaware	Michael Strange	Lisa Tarson, VoR		X	
	Mike DuRoss			Jo Lima	
District of Columbia	Stephanie Dock, Region 1 Chair, Admin, C&C	X	Rhode Island	Mike Sock, Admin	X
	Stefanie Brodie, C&C	X		Debra Munroe	
				Mark Felag	
Maine	Dale Peabody, RAC Chair, Admin, C&C	X	Vermont	Emily Parkany, Region 1 Vice Chair,	X
Maryland	Allison Hardt, Admin Chair	X	Associate Members		
	Richard Woo, SCOR Rep		AASHTO	Keith Platte	
	Hua Xiang, PM&Q	X	FHWA Vermont	Chris Jolly, Secretary	X
Massachusetts	Steve Woelfel		Affiliate Members, Canada		
	Radha Gomez		Newfoundland & Labrador	Cluney Mercer	
	Gabriel Sherman		Quebec	Caroline Chabot	
	Nicholas Zavalas				
New Hampshire	Ann Scholz, SCOR Rep, VoR	X	Nova Scotia	Peter Hackett	
	Charles Dusseault		Prince Edward Island	Steven Yeo	
New Jersey	Amanda Gendek, C&C				
	Kimbrali Davis				

Bob Bollinger - NH

2. Adoption of Agenda

3. Approval of Minutes (RPPM attachment)

4. Old Business/Announcements

- a. RAC Leadership Update.
 - Not available at this time – Stephanie will send out when available

5. RAC Task Forces/Announcements

- a. Administration – Allison Hardt/Flavia Perreira
 - Busy updating the RAC website to move SCOR to R&I
 - Migration to new platform – issues with a few states unable to access the site; email Natassja if you are having issues
 - Onboarding for new RAC members: Cynthia Jones has had 2 webinars on the TRB annual meeting. Planning to do the TRB meeting one again in the 1st week of January (a few reminders and hints right before the meeting). Request for webinar on pooled fund webinar – 1 on the overview and how to participate, 1 on how to lead (Brian Worrel of IA will lead both). Targeting Feb for those webinars
 - Will update the RAC 101 webinar with website changes, SCOR to R&I
 - RAC winter meeting in Jan, working on agenda (Region 4 leading). Send ideas if you have them. Definitely on the agenda are an update on R&I and the summer meeting
 - o Sunday, Jan 7 from 6-8pm in the Marriott
- b. Coordination and Collaboration – Stephanie Dock and/or Amanda Gendek



- Next quarterly call is 11/29
- TKN had a call today- they were talking about e-publications from AASHTO and the number of licenses (5). They have drafted a letter about this for Cameron to sign
 - MD is having challenges with who is getting the publications since they don't have a library to centralize, and they are not getting distributed.
 - VT are the 5 licenses just the materials? Or all the documents? All or nearly all
***keep this item on the next agenda
- c. Program Management and Quality – Hua Xiang and/or Brad Overturf
 - No updates this quarter
- d. Value of Research – Ann Scholz and/or Lisa Tarson
 - Call next Wednesday.
 - Bill Stone still trying to confirm poster session for TRB AM
 - Small ad hoc group working on strategic plan for HVR: increasing number of states participating, better communicating results, research project performance measures to help promote the research program

6. Topic Presentation

- a. Takeaways from recent peer exchanges: there have been recently several peer exchanges that members of Region 1 have participated in. Those who have participated are asked to share their takeaways and help spread awareness of the results.
 - Allison: NC DOT in Sept on “sustaining and growing a research program in times of change” - AK, UT, IL, ...
 - Covered a lot of topics:
 - a. Mechanisms for coping with change,
 - b. Engaging with field customers
 - c. Library functions
 - Page limit for research reports (suggested 50-75 but not enforced) – IL enforces their limit and move the rest to the appendix.
 - Florida is using Sharepoint for the annual NCHRP project rating process – everyone can see what everyone else is rating and their comments. Also requires comments on 1, 2, or 5 - makes it easier to develop consensus ratings
 - TRB State Visit – do an overview session on TRB as part of it. Invite new employees and those in their development programs to join
 - Florida is using an implementation spreadsheet. Have a table of all their projects and update it every 6 months in 3 categories: yes, no, or implementation active, passive, hasn't happened. Passive = put in a spec but not used anywhere.
 - Hua: KS-MO exchange in October on improving the quality and timeliness of research reports – 8 states, TRB, and 3 universities
 - Report length: dissertations are usually 150-200 pages, so sometimes those are used; journal articles are ~7 pages long – may be used as the summary. This may be a cultural issue – some international students may associate length with quality
 - Timeliness: KS delay award until final report delivered. In prior 5 years, all reports were late, once instituted, only 10 were late. TRB notes that they can hold future awards if an earlier one is outstanding. CO.... MD holds final 10% until report delivery, IA does something similar. NM tried to add that, but lawyers objected.
 - Quality of report: MN and IA both have contracts for technical editing from CTC & Associates. The consultants do interviews with technical leads and PI to develop the 2-page technical summary. IA also has CTC do the literature review/market scan before they issue the RFP.



- Renee from MO would like to have a list of technical editors to share resources. Working through TKN to set that up
- Emily: MT peer exchange 6 states + NJ by phone, 2 from TRB, 2 from CTC
 - Topic: Implementation, Value of Research, and Performance Measures
 - All states submitted questions beforehand. Talked through all the questions on each topic together.
 - Lots of value in seeing how other states are using CTC
 - MT has an external experimental features person
 - Brochures are a big deal – MN has 4 comms people (on a team of 20), but still hiring out the technical summary briefs (that Hua described). They did not think that having Pls do the brochures was helpful since they don't know the agency perspective
 - Performance measures: all struggling with what we're talking about. UT and OH have been working on an aggregated value of the program (over the past 5 years), but some tension about waiting that long
 - Using federal money for implementation. James Bryant used the analogy that implementation is about passing the baton – researcher has to do it carefully.
- Brad: mentioned takeaway from ME peer exchange. Young professionals panel highlighted the importance of the supervisor in engaging younger staff.
- TTI facilitated KS-MO, NC; no facilitation in MT (Sue did it all), but CTC did report write up; Sue did a lot of work to organize the questions she got beforehand
 - Dale mentioned that in the past, a state manager would serve as facilitator and report writer for another state
 - Field trips? NC toured the structures lab; KS-MO did not have a site visit
 - Leadership: NC did not have leadership; KS-MO had leadership report out
- Mike Sock – research program has been unstable with changes in administration. Looked for resources on the website – but there is more there. There may be need to reissue the annual survey for volunteers soon. Jason Bittner is also working on an NCHRP report on effective peer exchange practices.
- Lisa from PA also overdue for one.
- b. December – volunteers? Requests?
 - Possible topic on final reports – ask Megan from IL to give her short 10-minute overview. Then have the region share their experiences.

7. New Business

- a. Task Force participation: confirm our formal assignments
- b. Mentoring requests: ensuring we have correct pairings
- c. Bob Bollinger introduction

8. Adjournment

- a. Next meeting: December 7, 2017 1:30 pm