

# Meeting Notes

## RAC Task Force on Administration

November 28, 2017

1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Cynthia Jones, Rick Kreider, Terry Swygert, Brian Worrel, Flavia Pereira, Michael Bufalino, Elisha Wright-Kehner, David Ooten, and Brian Worrel.

Decision and action items are underscored.

1. **Meeting Agenda** – Allison

2. **Previous Meeting Notes**

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

3. **Existing Business Updates**

A. Task Force Announcements (Allison)

- Bob Bollinger from New Hampshire is a new Admin Task Force Member.

B. Website Working Group Update (Allison)

- Mike Sock from Rhode Island is a new member on the WWG.
- During the next meeting on Dec 11, the WWG will discuss the governance document for the website. Some of the things considered for the governance document include but not limited to:
  - Rules in place for how long contents will be posted such as meeting notes etc.;
  - Things to be or not to be included on the website; and,
  - Host vs link documents.
- Natassja is continuing to fix links and contents on the website post-migration.

C. RAC Onboarding (All)

- Onboarding session about the TRB Annual Meeting will be held on Jan 3<sup>rd</sup> from 2:30 - 3:30pm EST by Cynthia. Cynthia will send a reminder e-mail as it gets closer to Jan 3<sup>rd</sup>.
- Onboarding session related to ‘Pooled Funds’ will be held sometime in February. Brian Worrel will send out a survey to gather information about the topics of interest related to this, by the end of 2017.

#### D. RAC Winter Meeting Agenda (David)

- A very preliminary [agenda](#) was posted to the RPPM calendar for discussion. Suggestions during this conference call include:
  - Combining AASHTO reorganization presentation by Keith with Brian Ness's recording and/or scheduling time for this presentation towards the end of the meeting.
  - Kansas and Missouri as well as North Carolina were included to the lists of Peer Exchanges. The listed states will be contacted to confirm TRB attendance and presentations at the Winter Meeting.
  - Items 4 and 6 listed on the agenda about NCHRP 20-111 can be combined together.
  - Networking will start 30 min before the meeting to catch-up with peers and this will also help get the Winter Meeting started on time.
  - Allison will confirm with Chris or Lori if there is any other meeting scheduled in the same room prior to our meeting. Last year the Winter Meeting was delayed because the previous folks in the room went over their scheduled time.
  - David will e-mail RAC to gather feedback on the agenda for the Winter Meeting.

#### E. RAC 101 (Allison, Cynthia, Rick)

- This has been updated to reflect the change from SCOR to R&I. Allison will send this to Natassja for posting to the website.

#### F. Updated AASHTO Governance Documents/ RAC Operating Guidelines (Allison)

- Keith and Dale recommended during the Leadership call to bench this until things get clearer, maybe until March or April of 2018.

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

- Waiting on Keith to check with the AASHTO planners about this. Allison will remind Keith about this on the next leadership call.

#### H. NCHRP Research Management Related Projects:

- NCHRP 20-111 "Support for RAC Task Forces in Response to the SCOR Strategic Plan" tasks:
  - i. Documenting Deliverables from and Best Practices for DOT Research Peer Exchanges" (Elisha)  
The final report will be out soon. It's pretty close to being done. Allison will check during the next Leadership call about how this report will be made available.

- ii. 2 CFR 200 Compliance – Successful Practices for State Research Managers (Allison)  
The RFP for this project closed on Nov 27, 2017. So panels will review the proposals and Camille Crichton-Sumners is overseeing this project over at the TRB.
- [NCHRP 20-110 - A Guide to Ensure Access to the Publications and Data of Federally Funded Transportation-Related Research](#). (Cynthia)  
This project is underway. The researcher is Dr. Carol Flannagan from University of Michigan. She attended the RAC Summer Meeting and had the opportunity to meet with the RAC community to get a better understanding of our needs pertaining to research publications. The project will develop guidance for State DOTs / RAC as transportation researchers. The draft final report will be available in January of 2018.
- NCHRP 20-120 – Next Generation TPF Website (Allison).  
iEngineering continues to make improvements to the website and it is coming along very well.

#### **4. New Business**

- Stephanie Dock is working to get more mentors for mentoring the new Region 1 folks and Allison will check with her about this.

#### **5. Items for RAC Leadership (next call November 9<sup>th</sup>):**

Allison will discuss –

- NCHRP 20-111 roll out.
- Remind Keith to check on the guidance document with his planners.
- RAC Winter Meeting.

#### **6. Next Admin TF Meeting – Jan 30<sup>th</sup>, 2018, at 1:30PM EST**

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