

# Meeting Notes

## RAC Task Force on Administration

January 30, 2018

1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Brian Worrel, Rick Kreider, Stephanie Dock, Flavia Pereira, Cindy Smith, Dale Peabody, David Ooten

Decision and action items are underscored.

### 1. Meeting Agenda – Allison

### 2. Previous Meeting Notes

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

### 3. Existing Business Updates

#### A. Task Force Updates (Allison)

- None.

#### B. Website Working Group Update (Allison)

- All documents are migrated to the new platform and links were checked. If you come across any broken links let Allison or Natassja know about it. Rick mentioned that ‘Mentoring Guidelines’ has some broken links. Cindy offered to check/update the links.
- RAC-CUTC page will be taken down for the time being until the group becomes active again. The current page is completely out-of-date.
- Branding of the new website – AASHTO wants to stick with having just the committee name and not add RAC to the title to be consistent with other committees.

#### C. RAC Winter Meeting Agenda Debrief and Survey (All)

- Allison will send out the survey to RAC soon.
- Networking went well, the flow of the meeting was good. Peer exchange discussion during the meeting provided good information.
- Next year, it is Region 1 turn to put together the agenda for the Winter Meeting.

#### D. Guidance Document for Hosting National RAC Meetings (Allison)

- Keith Platte will have the document checked out by his planners. Allison will let Michael know to send it to Keith.

## E. RAC Onboarding (All)

- TRB Annual Meeting - January 3<sup>rd</sup> debrief - Cynthia was not on call.
- Pooled Fund Studies – Brian mentioned that per the survey there was similar interest in both topics; leading as well as participating in pooled funds. Webinar will be scheduled sometime in March or April. E-mail will be sent out to RAC.

## F. NCHRP Research Management Related Projects:

- a. **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) – This is completed. Final report will be available soon.
  - ii. 2 CFR 200 Compliance – Successful Practices for State Research Managers (Allison) – Contractor will be selected soon and the goal is to complete this by 2019 July RAC meeting.
- b. **NCHRP 20-110** - A Guide to Ensure Access to the Publications and Data of Federally Funded Transportation-Related Research – Cynthia was not on call.
- c. **NCHRP 20-120** – Next Generation TPF Website (Allison) –The round two of comments and fixes are being reviewed. There are significant improvements to the website and easy to navigate between pages.

## 4. New Business

### A. State DOT Research Page Updates – fact sheets, website, publications, etc. (Allison)

- All these documents are held in one place on the R&I website. States will have to update all the above documents. Allison will send out a reminder to RAC.

### B. **RAC Welcome Email** – current version and draft new version posted on RPPM for review (Allison)

- The Admin Task Force approved this new version. Allison will send this to Chris Hedges. The older version was longer and had some outdated links.

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

- Remind Task Force chairs to check/update membership on the R&I website and meeting schedules on RPPM.

## 6. **Parking Lot Item:** R&I New Member Guide will be revisited in April.

**7. Next Admin TF Meeting – March 27<sup>th</sup>, 2018 at 1:30PM EST**

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