

Meeting Notes

RAC Task Force on Administration

March 27, 2018

1:30 – 2:30 PM

In attendance: Allison Hardt (Chair), Brian Worrel, Michael Bufalino, Flavia Pereira, Cynthia Jones, David Ooten, Deirdre Nash, Stephanie Dock, Carolyn Morehouse,

Decision and action items are underscored.

1. Meeting Agenda – Allison

2. Previous Meeting Notes

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

3. Existing Business Updates

A. Task Force Updates (Allison)

- Deirdre Nash, from New Hampshire, is a new member joining the Task Force.

B. Website Working Group Update (Allison)

- A new ticketing system has been implemented by TRB for R&I/RAC, RPPM, HVR, and the TPF websites. It's easy to use but please let Natassja know if you have any issues/problems using the new system.
- WWG is working on updating the Abbreviations and Acronyms page.
- Natassja has put together a draft 'Governance Document' for the R&I/RAC website, which primarily will highlight what content goes on the website and how long it will be maintained. This is first of a kind for AASHTO committees. So AASHTO is interested to see how this works out and possibly use it as template for its other committees. We will have a draft of the Governance Document to review and comment on during the next Admin call. It will be sent out to the RAC leadership later and eventually posted on the RAC website.
- A reminder to everyone that documents need to be in the PDF format to be posted to the RAC website.

C. RAC Winter Meeting Survey Results (All)

- Survey results posted to RPPM. Overall, the survey results were positive with good feedback that will help with planning for future meetings. Certain comments were important – 1.) A comment from a new RAC

member that he/she did not talk to anyone. There was discussion on how to address this during the leadership call. David Jared volunteered to go around and introduce himself and welcome the new folks during meetings. Also, a reminder for all of us and RAC to do the same, to make the new people feel welcomed. 2.) A comment about including more foundational information in presentations – this is a good reminder for all of us. Some background information is helpful to new people or someone not very familiar with the topic. 3.) There was a suggestion about having new people introduce themselves or have the RAC chair interview them about their background, RAC mentoring, experience with any peer exchanges etc. This can be implemented at the upcoming RAC Summer Meeting.

D. RAC Onboarding (All)

- Participating in Pooled Fund Studies – March 29th

50 people have already signed up for this event. So having an informal discussion rather than a structured presentation might be a good option. These are not all RAC members but DOT people from different offices. An interactive discussion using Mentimeter is being planned at this point. An e-mail with details will be sent out by Brian to help folks prepare for the use Mentimeter and the discussion. The next session about Leading a Pooled Fund Study will be held sometime in April.

E. State DOT Research Page Updates - R&I/RAC website (Allison)

- An e-mail was sent out by Allison to RAC to update their state's information. Using the new ticketing system, send the updated information to Natassja or let her know if the information is current and she can update the date. Around 20 states have already responded. Allison will send out a reminder e-mail.

F. RAC Welcome Email (Allison) – Sent to Chris Hedges on 1/30/18. It's still the old format that is being used. So Allison to follow-up with him.

G. RAC Mentoring Guideline Updates (Cindy)

Cindy sent the updated version to Allison. This will be posted to the website soon.

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

- Keith Platte was planning on having the document checked out by his planners. But with re-assignment of his duties, we will have to follow-up with AASHTO about it. Allison will bring this up during the leadership call and hopefully if Jim McDonnell is on the call, he will have some input on this.

I. 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 was selected in February. TRB is going through the contracting process at the moment.
- b. **NCHRP 20-110** - A Guide to Ensure Access to the Publications and Data of Federally Funded Transportation-Related Research – It’s progressing and is expected to be done soon.
- c. **NCHRP 20-120** – Next Generation TPF Website (Allison) – All the work on this is done. Natassja had sent out an e-mail to RAC summarizing the website updates on March 7th. It is also posted to the RPPM.

4. New Business

A. Your Role in RAC (All)

- The Interactive Session 1 will be held during this year’ Summer Meeting on Monday morning 8:30-10:00 am.
- Two ideas for this annual session at the RAC Summer Meeting:
 1. **Presentation/Discussion on the four RAC websites:** [R&I/RAC website](#), [RPPM](#), [HVR](#), and [TPF](#) – Natassja Linzau, TRB. Natassja will try and make this as interactive as possible.
 2. **“Get to Know” - RAC New Members** - gameshow format – Dale Peabody. This is based on the feedback from the Winter Meeting. This will probably include some fun things like identifying the acronyms etc. just to make it lively and entertaining; get some background information about the new members and make them comfortable.
- Brian suggested that it would be helpful to use some time at the beginning of this session to provide an overview of the conference agenda and to set up the afternoon’s interactive activities. The group agreed with this idea.
- It was also suggested that we look at last year’s feedback to make sure we are not missing an important discussion topic. Allison will look for that feedback.
- Given the success of the recent onboarding webinar, pooled funds might also be worth discussing during this session.

5. **Items for RAC Leadership** (next call April 12th)

- Guidance Document for hosting National RAC Meetings to be reviewed by AASHTO Planner(s).
- Overview of Your Role in RAC

6. **Next Meeting** – April 24th, 2018, at 1:30PM EST

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