

Meeting Notes

RAC Task Force on Administration

July 25, 2018

1:30 – 3:00 PM

In attendance:

Allison Hardt (Chair)	Flavia Pereira	Sid Mohan
Brian Ness	Carolyn Morehouse	Brian Worrel
Brian Hirt	Natassja Linzau	Cindy Smith
Terry Swygert	Elisha Wright-Kehner	Michael Bufalino
Chris Hedges	Dave Maggers	David Ooten
Deirdre Nash	Ken Chambers	Jim McDonnell
Lori Sundstrom	Linda Taylor	Bobbi deMontigny
Stephanie Dock	Neil Mastin	Lynn Hanus
Dale Peabody	Lisa Patterson, TREC	

Decision and action items are underscored.

1. Your Role in RAC Session Debrief

- Very positive feedback about the interactive sessions, especially the new interactive format.
- Website Working Group is a subgroup of Admin. Task Force and is mainly responsible for content on the R&I/RAC website only. Currently, there are five members from Region 1, one from Region 2, three from Region 3 and one from Region 4 in this group. It would be nice to have more members from Region 2 and 4, in particular. Anyone interested in being a member of the group is welcomed. Neil Mastin and Cindy Smith volunteered.
- Introduction/information about R&I/RAC, TPF, HVR and RPPM websites during the Monday morning session- It appeared that lot of people are not familiar with the RPPM website.
- Game Show quizzes were very well received.
- The original plan of building teams of new and seasoned RAC members for the Game Show did not pan out as planned but overall everything worked out well and it can be tried next year. It was intended to get the new RAC members more engaged.
- Lori Sundstrom mentioned that it would good to have discussion about funding for the R&I/RAC website updates/long-term maintenance as part of the NCHRP Technology Administration Budget for Research. The Website Working Group members will discuss about the updates required, expenses etc. for 2-3 years down the road during the August conference call. This can be included as part of regular operating expenses for websites maintained by AASHTO.

2. Current Task Force Initiatives

- Overview of Administration Task Force activities/products (See table below).
 - Website Working Group – Monthly calls to review content, add or edit content.
 - RAC Winter Meeting Agenda – planned in a rotating manner each year by the regions. Region 1 will be planning for the 2019 meeting. A survey will be sent out in the Fall to gather input on topics to be discussed.
 - State DOT Research Info. – Once a year, late winter or early spring, a reminder is sent out for updated information. This is posted on the R&I/RAC website as State DOT Research. Please update the information annually or let Natassja know if the information is up-to-date.
 - RAC Mentoring Guidelines – Great resource for mentor’s and mentee’s. Regional Chairs should be contacted for mentor-mentee set up. Carolyn Moorehouse and Cindy Smith volunteered for the annual review/update of the Mentoring PowerPoint.
 - Your Role in RAC – discussed above.
 - Guidance on Hosting National RAC Meeting – AASHTO meeting planners provided their comments about the document. Michael Bufalino will finalize the document and get it out soon.
 - Regional Chair Checklist – It’s a reminder for things to do when new members joins RAC. Allison will send out the checklist e-mail soon. It will also be discussed during the August Website Working Group meeting about posting this checklist on the R&I/RAC website. Allison will send the updated welcome letter for new RAC members to Chris Hedges.
 - RAC Onboarding Webinars – These were started with an idea to help new members but quickly morphed into something that everyone found very useful. These are informal webinars and the discussion about a selected topic is facilitated by the organizer during each webinar. Two topics have been discussed so far: navigating and getting more out of the TRB Annual Meeting and how states handle the Pooled Fund Process. Submit your ideas for future webinars. RPPM website; Research and Innovation; Research Program Administration for small vs big states; etc. could be topics for future discussion.

3. RAC Task Force Support Projects

- E-mail was sent by Dale Peabody about the needs of the Task Forces. All the problem statements from the Task Forces will be submitted to NCHRP. Prior examples: TPF website update, peer exchange guidelines etc. were submitted as a problem statement few years back. Feedback is requested by early September. Chris Hedges will send out the information about prior problem statements, so that folks can have a better idea.

4. New Focus Areas

- Brian Ness: There will be a huge turnover of Executive members towards the end of the year. Maybe a one page document or something that highlights the importance of Research to the agency and the return-on-investment that it provides, should be put in place for the new Executive leadership that will come in. Lori Sundstrom mentioned that a similar effort will be initiated by NCHRP in the Fall. Case studies about research projects/programs highlighting the importance of research etc. can be put together. Sid Mohan suggested that a brochure or something about Sweet Sixteen projects could be a good starting point.
- Dale Peabody: R&I Strategic plan will be finalized soon. Next step would be to develop an action plan. There might be some things that will come from this for the Admin Task Force. We will have a better idea about this by the Winter Meeting.
- David Ooten: Use of social media has taken over. It would be good to know about how states can incorporate social media into daily business - in short, a social media 101 for states. Lori Sundstrom suggested contacting AASHTO Committee on State DOT Communication and enlisting their help.

5. Next Admin TF Meeting – August 27th, 2017 at 1:30PM EST

RAC Task Force on Administration Products – July, 2018

Initiative	TF Lead	Status	Timeline	Product
R&I/RAC Website Working Group	Beth Klemann	The subcommittee meets monthly to review website content.	On-going initiative throughout the year	Website: https://research.transportation.org/
RAC Winter Meeting Agenda/Survey	Rotates – R1 to plan 2019 agenda	Planning for the 2019 Winter Meeting will begin this fall.	Meeting survey conducted in January, call for agenda items October	<ul style="list-style-type: none"> • Agenda (emailed to RAC) • Meeting survey and results (emailed to RAC)
State DOT Research Info	Allison Hardt	The Task Force sends a request to RAC each February to work with their regions to review/update their state’s information posted on the “State DOT Research” page on the R&I/ RAC website. Natassja Linzau posts the updated information.	Annual review each February	Fact Sheets posted on the following page: https://research.transportation.org/state-dot-research/
RAC Mentoring Guidelines	Cindy Smith for Spring 2018	The guidelines were updated and posted on the R&I/RAC website in July 2017. Cindy Smith is in the process of updating them again.	Annual Review each Spring, additional updates as needed	https://research.transportation.org/RAC-Mentoring-Program/
RAC Operating Guidelines	Allison Hardt	The Operating Guidelines were updated and approved by the RAC Leadership Board and posted on the R&I/RAC website in June 2016. The AASHTO Governing Documents were updated in September 2017, so minor updates may be needed. RAC Leadership asked that we hold off on this for now.	Updated as needed	https://research.transportation.org/RAC-Operating-Guidelines/
RAC 101 PowerPoint	Allison Hardt, Cynthia Jones, Rick Kreider	The PowerPoint was updated and posted to the R&I/RAC website in November 2017. Changes have been identified for the TKN and Peer Exchange information. Allison will make those changes after the RAC Meeting.	Periodic review for updates.	Link on the “About R&I and RAC” page https://research.transportation.org/about-r-and-i-and-rac/
Your Role in RAC: A Foundation for Best Practices	Rotates	The 2018 session included the following topics: <ul style="list-style-type: none"> • RAC Game Show • RAC Websites Presentation • Coordination of NCHRP Problem Statements and Panel Members (if time allows) 	Annual initiative held during the AASHTO RAC/TRB State Reps Annual Meeting (typically July)	Interactive session, no formal product
Guidance on Hosting National RAC Meeting	Michael Bufalino	The goal of this task is to review and update the RAC Meeting Planning Guidelines that are posted on the R&I/RAC website. The only thing left is to get feedback from the AASHTO Meeting Planners (document provided in April 2018, reminder in June)	The goal is to post updated guidance by July 2018.	Products under review: https://research.transportation.org/Documents/AASHTORACMeetnigPlanningGuidelinesDRAFT.pdf Summary Information for National RAC 1994 – 2010 (excel file on the website)
Regional Chair Checklist	Allison Hardt	Distributed to the Regional Chairs in August 2017.	Will be sent out each August after the National RAC Meeting	Word file is available but should consider posting on the Regional RAC page – https://research.transportation.org/regional-rac-page/

<p>RAC Onboarding Webinars</p>	<p>Cynthia Jones, Brian Worrel</p>	<p>Onboarding topics hosted in 2018:</p> <ul style="list-style-type: none"> • Participating in the TRB Annual Meeting – January • Participating in Pooled Fund Studies – March • Leading a Pooled Fund Study - April 	<p>Held as Needed</p>	<p>Web meeting – no formal product</p>
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