

Meeting Notes

RAC Task Force on Administration

June 11, 2018

2:00 – 3:00 PM

In attendance: Allison Hardt (Chair), Rick Kreider, David Ooten, Brian Worrel, Michael Buffalino, Di Nash, Dale Peabody, Flavia Pereira, Cindy Smith, Carolyn Moorehouse, Terry Swygert, Stephanie Dock

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. Follow-Up Items since the last meeting

- A. **RAC Welcome Email** – Sent to Chris Hedges on 4/13/18. Allison to touch base with Chris about this.
- B. **Guidance Document for Hosting National RAC Meeting** – Sent to AASHTO for review on 4/23/18. No feedback received yet. Allison will check about this during the Leadership call.

The Guidance Document was revised a little bit to reflect the responsibilities more clearly based on Region 3's experience in organizing the 2018 RAC Summer Meeting.

4. Existing Business Updates

C. Website Working Group (Allison)

- Website Governance Document – Officially approved and posted on RPPM.
- Funding support for RAC websites: R&I/RAC, TPF, RPPM, HVR
The requirement of future funding for the all the four websites will be included in the Task Force Problem Statement document to NCHRP. This will be discussed more during the Admin Task Force meeting in Wichita.

D. **Your Role in RAC (All)**- Two ideas for this annual session at the RAC Summer Meeting:

- 1. **RAC New Member Gameshow** – Dale
Brian put together a draft of questions for this. Mentimeter will be used to engage the new members. This will be an interactive way to introduce and

get to know the new members. We would have about 30 min for this activity. Some questions would be directed towards new members only and then the new members can team up with seasoned RAC members from the respective Regions for the rest of the activity. Questions would be centered on getting to know RAC. Dale and Rick will be the co-host for this activity.

2. **Presentation/Discussion on the four RAC websites:** R&I/RAC, TPF, RPPM, HVR – Natassja Linzau, TRB.

Natassja will be putting this together and will most likely be an interactive session. Brian has developed a Mentimeter template for all the sessions. There will be two screens for every session – one screen will be for the presenter and the second will be dedicated to Mentimeter. There will be live commenting and question submission option.

3. **Topic TBD**

Possible topics received by Brian after the Pooled Fund related webinars –

- Pooled Fund continued discussion
- NCHRP balloting and process of doing that in different states
- Agency leadership engagement
- How do you prioritize your program
- How do you solicit research ideas
- How do you handle AASHTO TSPs
- Research manual and marketing

Round tables discussions have been organized on Monday and Wednesday during the RAC Summer Meeting for open discussion on topics that are of interest to people. A lot of the above topics could be covered during the round table discussions.

The topics that have been covered over the past three years include:

- Communicating research results
- Administering RAC surveys
- RAC onboarding
- 2CFR200
- STIC
- Relationship of RAC with other organizations
- Resources for program project management
- Conducting Peer Exchanges
- Pooled Fund Studies

NCHRP Balloting and Panel Nominations will be the topic for discussion during the “Your Role in RAC” session. It would also be good to hear the TRB’s opinion on this topic. Allison will be the moderator for the topic. Allison will reach out to Lori and get some additional information about statistics etc.

E. 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) – The contractor has been selected and the contracting process is underway. The project has not yet officially started.

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.

5. New Business

- None

6. Items for RAC Leadership (next call June 14th)

- Follow-up with Jim McDonnell on the status of Guidance Document for National RAC Meetings.
- Discuss the plans for “Your Role in RAC.”
- Website Governance Document is finalized and posted to the R&I/RAC website.

7. Next Meeting – July 25th in Wichita, Kansas, from 1:30 -3:00 PM.

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