



COLORADO STATE UNIVERSITY PUEBLO

**Southern Colorado Institute  
of Transportation Technology**

**Meeting Minutes for the  
SCITT Governing Board Meeting of 24 May 2023**

**Members:** Mr. Stephen Cohn (absent), Ms. Katharina Papenbrock, Ms. Sara Cassidy, Dr. Dave Lehmpuhl (absent), Mr. Ruben Pena, Ms. Kari Gonzales, Ms. Lisa Staes

**SCITT Director:** Dr. Md Rashad Islam

**Attended Invited Guests:** Dr. Chad Kinney, Ms. Johnna Doyle, Dr. John Williamson, Mr. Chuck Michael, Dr. Jubaer Ahmed

- I. Dr. Islam called the meeting to order at 11.02 am. He welcomed all the members and the invited guests with a humble appreciation. A self-introduction of attendees followed up.
- II. Dr. Islam overviewed the SCITT House Bill.
- III. Ms. Doyle and Dr. Kinney overviewed the state requirements of the open meeting conditions, conflicts of interests, annual training requirements and other considerations such as bylaws and subcommittees, etc. Some highlights are mentioned below:
  - Meetings constitute discussion of business of the Board by two or more Board Members
  - Public meeting notifications are required to occur in a timely fashion
  - Meetings are to be recorded
  - Approved minutes are to be publicly available

In response to a question by Dr. Islam, Dr. Kinney answered that the meeting information and Agenda must be posted online at least 24 hours of the meeting so that general public has the access to the information. The meeting minutes/notes must be distributed to the members for their review as soon as possible, however, no less than a week is appropriate.

- IV. Dr. Islam proposed the selection of Chair of the Governing Board to occur in the next meeting due to absence of a few members. Ms. Staes asked about the term of the chair as per the Bylaws or the House Bill. Dr. Islam answered that this information is not stated in the House Bill, and asked Dr. Kinney's or Ms. Johnna's help to add to this answer. Ms. Doyle advised that it is better to develop such rules first. Dr. Kinney advised that both approaches are possible that bylaws are developed first and then select a chair, or select a chair first and he/she can develop the bylaws. Ms. Gonzales shared that an interim chair

may also be selected who will help developing the bylaws and a regular chair maybe selected afterwards. Dr. Islam appreciated the interim chair idea. Dr. Islam asked whether the board can select the chair today. The board was silent and Ms. Gonzales shared her preference to wait for the next meeting when most of the members will be able to attend. Ms. Papenbrock and Ms. Cassidy supported Ms. Gonzales' preference. Dr. Islam concluded that the interim chair would be selected during the next meeting. Ms. Staes shared that she would be happy sharing the bylaws of her Institution, CUTR at the University of South Florida so that the board can see what topics are covered and receive the help of developing our one.

- V. Dr. Islam proposed the discussion of meeting structure to occur in the next meeting after selecting the board chair. Mr. Pena emphasized on developing the bylaws and proposed to meet frequently to develop the bylaws, and after that a quarterly or bi-annual meeting may be good. Dr. Islam added - the meetings maybe made longer and meet less frequently. After supporting the statement of Mr. Pena, Ms. Gonzales inquired whether a subcommittee can be made to develop the bylaws. Ms. Doyle replied that she would reach out to the state Attorney General to see the regulations.

Dr. Islam asked for the next meeting date. Ms. Gonzales preferred a doodle poll. Dr. Kinney added that the availability of the state Attorney General is also very important before calling for the next meeting. Dr. Islam confirmed that he would check with the state Attorney General before proposing the next meeting date.

Ms. Cassidy inquired about the workload or probable deadline to select the meeting frequency. Dr. Islam answered that the bylaws would expect to define the workload etc.

- VI. Dr. Islam summarized the action items as follows:

- Ms. Staes would share the CUTR Bylaws with Dr. Islam
- Ms. Doyle would reach out the State AG office for the member training
- Dr. Islam would use the Doodle poll to use to find out the next meeting day
- Dr. Islam would reach out to Mr. Hall to confirm his membership, and work with CSU Pueblo President to find the replacement of Mr. Moore.
- Meeting notes to be distributed no less than 7 days in advance of the next meeting
- Meeting agenda and information to be distributed/published at SCITT website no less than 24 hours in advance of the next meeting

- VII. During the Public Comment slot, Dr. Kinney offered his special thanks to the Board and offered his help for future needs.

The meeting was adjourned at 11.59 am with the exchange of appreciation.