



COLORADO STATE UNIVERSITY PUEBLO

## **Southern Colorado Institute of Transportation Technology**

### **Minutes for SCITT Governing Board Meeting August 15, 2023, 11:00 – 12:00 pm**

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

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

**Invited Guests:** Dr. Chad Kinney, Dr. Gail Mackin, Ms. Johnna Doyle, Mr. Michael McMaster, Dr. John Williamson, Mr. Chuck Michael

- 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. Mr. McMaster 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

Mr. McMaster also clarified the question by Ms. Gonzales on the two-third vote requirement during the executive session.

- III. Selection of Interim Chair of the Board – Dr. Islam (5 minutes)

Ms. Gonzales asked about the responsibilities and the set-duration of the Interim chair. Dr. Islam replied that we still do not have it and will define it during the bylaws development process. Ms. Gonzales nominated herself. Dr. Islam was requesting if there is more. Mr. Pena nominated Steve Cohn as he has much research experience and many connection with the state agencies which is really a key for SCITT. Mr. Cohn appreciated Mr. Pena for nominating him. However, Mr. Cohn politely mentioned that he is unable to serve as the Interim Chair rather he would serve the board to his best capacity.

Mr. McMaster requested a second for Ms. Gonzales' nomination; Dr. Lehmpuhl seconded. Dr. Islam requested Ms. Gonzales whether she would like share anything

before the voting. Ms. Gonzales joyfully shared that she would help the board during this transition to her best. The motion passed on unanimous voting.

- IV. Ms. Gonzales requested a motion on approving the Meeting Minutes for 2023/05/24. Ms. Papenbrock entertained the motion; Dr. Lehmpuhl seconded. The motion passed on unanimous voting. Dr. Islam will publish the meeting minutes publicly in the SCITT website.
- V. Ms. Gonzales asked Mr. McMaster whether we could make any subcommittee to develop the Bylaws. He agreed on developing a subcommittee as long as the whole board agreed on developing the subcommittee. Ms. Gonzales looked for a motion develop a Bylaws subcommittee to finalize the bylaws based on Dr. Islam's draft and present it to the full board in our next meeting for approval. Ms. Cassidy entertained the motion; Mr. Henrichsen seconded. The motion passed on unanimous voting.

Mr. McMaster wanted to volunteer in the subcommittee. Ms. Gonzales asked for more. Dr. Lehmpuhl suggested someone who had experience in developing bylaws. Ms. Gonzales shared that Ms. Staes might be interested. Ms. Papenbrock agreed to serve on the subcommittee saying that she had some experience on non-profit organization. Ms. Gonzales confirmed Ms. Papenbrock that she would be there. Ms. Gonzales asked for someone from CSU Pueblo. Drs. Islam and Williamson agreed to participate.

Ms. Gonzales asked Dr. Islam to coordinate a subcommittee meeting within 30 days and maybe another one in the following month (October), and the regular governing board meeting in early November preferably before the Thanksgiving break.

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

- Dr. Islam would schedule a subcommittee meeting within 30 days.
- Dr. Islam would prepare a draft bylaws based on CUTR and ICR bylaws

Ms. Gonzales confirmed the primary agenda item for the next regular meeting will be the Bylaws. She also asked if there would be anything else for the board. Dr. Islam confirmed that the SCITT operational plan be ready before the November meeting after confirming with the new Provost.

- VII. No public comment was made. Ms. Gonzales asked Mr. McMaster whether the board was required to wait the specified amount of time.

The meeting was adjourned at 12.02 pm with the exchange of appreciation.