



Center for Urban Transportation Research
University of South Florida
4202 East Fowler Avenue, CUT 100
Tampa Florida 33620-5375
(813) 974-3120
SunCom 574-3120
Fax (813) 974-5168
Web: <http://www.cutr.eng.usf.edu>

CUTR ADVISORY BOARD MEETING

May 15, 2001

CUTR Board Room, University of South Florida

MINUTES

The year-end meeting of the CUTR Advisory Board was called to order at 10:00 a.m. by Advisory Board Chairman Jack Wilson. In attendance were the following:

Advisory Board Members

| | | |
|---------------|--------------|---------------------------------|
| Jack Wilson | Art Kennedy | Bob Romig (for Mr. Barry) |
| Danny Alvarez | David Stamps | Steve McGucken (for Mr. Hawkes) |
| James Holton | | Dale Eacker (for Mr. Seibert) |

CUTR

| | | |
|---------------|------------------|-------------------|
| Gary Brosch | Ed Mierzejewski | Joel Volinski |
| Patricia Ball | Dennis Hinebaugh | Phil Winters |
| Mike Pietrzyk | Lisa Staes | Beverly Ward |
| Steve Polzin | Rob Gregg | Kristine Williams |
| Cindy Wooten | | |

Special Guests

| | |
|-------------------------------------|--|
| USF President Judy Genshaft | Carlos Smith, USF College of Engineering |
| Kathy Betancourt, USF Govt. Affairs | Don Crane, Floridian for Better Transportation |
| Stuart Rogel, Tampa Bay Partnership | |

Attendees were provided with copies of the meeting agenda, minutes from the June 21, 2000, meeting, and assorted other materials.

APPROVAL OF MINUTES: Minutes of the June 21, 2000, meeting were approved.

CUTR YEAR IN REVIEW: Presentations by CUTR faculty on a variety of CUTR research projects were made, as follows:

- Student Transportation Education Program, CUTRCast (*Amber Reep/Phil Winters*)
- Value Pricing (*Mark Burris*)
- Alternative Fuels (*Ashley Yelds*)
- Transportation Education Program (*Steve Polzin*)

CUTR DIRECTOR SEARCH UPDATE: Ms. Patricia Ball reported that the search for a new director for CUTR began immediately after Mr. Brosch's announcement in January that he would be stepping down in August. A committee of 13 was formed, including members from CUTR, the USF College of Engineering, and the private sector. Twenty applications were received by the May 1 deadline, and the candidates' qualifications are currently being evaluated before telephone interviews are conducted.

CUTR ASSISTANCE TO TAMPA BAY PARTNERSHIP: Mr. Brosch reported on his recent activities, which include seeking a \$600,000 federal grant for CUTR's Bus Rapid Transit Institute, reauthorization of CUTR's designation as the National Center for Transit Research (NCTR) for two more years, and a \$5 million federal grant in cooperation with the University of Central Florida for an ITS Center. Mr. Brosch reported that, after he steps down as director, he will continue working at CUTR. USF will fund a portion of his time over the next three years to serve as USF's Congressional Transportation Liaison to the Tampa Bay Partnership (TBP)--25% the first year, 15% the second year, and 5% the third year. Mr. Rogel stated that the TBP is pleased with USF's proposal to fund Mr. Brosch as liaison to the TBP, which is anticipated to lead to positive results for USF and the Tampa Bay area. President Genshaft concurred and stated that it is important for CUTR and USF to establish a different profile of projects, with more emphasis on federal grants, and that Mr. Brosch's efforts on behalf of the TBP and USF is anticipated to lead to more federal visibility for Tampa Bay and for USF and to more federal grants for USF. NCTR will continue to fund 30% of Mr. Brosch's time as Editor of the *Journal of Public Transportation* and Chair of NCTR. Mr. Brosch presented a proposal (see attached) to the Board that he provide technical assistance to the Tampa Bay Partnership over the next three years--45% of his time the first year, 55% the second year, and 65% the third year, at a cost of \$347,000, which would be funded from monies remaining in CUTR's initial Legislative appropriation. Significant discussion ensued regarding this proposal and the appropriate use of CUTR funds. Mr. Romig stated that FDOT has enjoyed an excellent working relationship with CUTR since its establishment and is clearly supportive of CUTR's continued viability. However, FDOT cannot support the proposal. The department believes that priority use of these funds should be to support CUTR's research efforts and that the proposal is not sufficiently statewide in scope since State dollars would be used to support local assistance with no deliverables and no clear and direct value to the State. Mr. Romig further expressed a concern that this proposal may be contrary to the legislative intent regarding the use of these funds. However, several Board members expressed their very strong support of Mr. Brosch's proposal as a valuable activity consistent with the mission of CUTR. After significant discussion, it was moved, seconded, and passed to support the proposal contingent on the use of these funds for this purpose being legal, with FDOT and FDCA voting "no."

CUTR INVESTMENT PLAN: Mr. Brosch presented information on "The Five Keys to Re-engineering a Successful CUTR" (attached), including 1) focus on quality, 2) accept personal responsibility, 3) celebrate students, 4) energize team spirit of CUTR crew, and 5) stabilize funding for "base" operations. He also presented five alternatives for ensuring the "sustainability" of CUTR: 1) additional E&G funding from the College of Engineering or from the USF Graduate School; 2) additional indirect from federal grants and additional allocation from the USF Division of Sponsored Research and/or the College of Engineering; 3) research faculty start-up dollars; 4) funding from USF for CUTR's Resource and Information Center; and 5) a legislative appropriation for statewide independent research. CUTR Deputy Directors Dr. Ed Mierzejewski and Mr. Joel Volinski made a presentation on CUTR's research program, including current activities, anticipated new projects, and possible new initiatives. They noted that, at the beginning of the fiscal year, it was estimated that CUTR would need to generate \$2.8 million in contract labor and fringes to cover payroll; with typical indirect costs and other expenses, this would translate into approximately \$3.7 million in total contract amounts. To date, \$4.9 million has been generated with two months remaining, with a total of \$6.2 million anticipated by years' end. Highlights of new projects were presented, as were activities CUTR would undertake with a more aggressive investment program from the University, including

allowing current faculty to market more aggressively, pursuing competitive national projects, and recruiting other nationally prominent researchers. As a return on investment, USF would see substantial additional sponsored research, enhancement to CUTR's national reputation, and more student support.

FY 00/01 BUDGET STATUS: Mr. Brosch stated that CUTR's FY 00/01 funding appropriation was on target to be spent as budgeted by June 30, 2001.

FY 01/02 WORK PROGRAM FUNDING UPDATE: Ms. Ball reviewed the FY 01/02 Work Program (see attached), which is a \$50,000 reduction from FY 00/01. She pointed out that the proposed budget is based on a number of unknowns, including when the new director will start (assumed to be in August), what the new director's salary will be (assumed to be \$125,000 annually), and what the College of Engineering's final allocation to CUTR will be (assumed to be \$777,000, same as last year). Explanation of significantly changed line items in the FY 01/02 budget is as follows:

- Management: increased by 30%--anticipated that new director will charge 100% of his/her time on this line for the first three quarters of the year, 75% for the final quarter
- CUTR Equipment/Supplies: general decrease of 10%
- Human Resources/Administration: decreased by 14%--includes decreased allocations for professional development for faculty and staff
- Work Program Development: general decrease of 21%
- CUTR Advisory Board: decrease of 23%--moved the 2% portion of the director's time allocated to this task to Management line
- GIS Equipment: decrease of 56%
- Conferences: general decrease of 17%
- Short Term Technical Support: general decrease of 69%--includes moving the 15% portion of the director's time allocated to this task last year to the Management task; decrease will substantially reduce the ability of CUTR faculty to respond to requests from local government for assistance.

CUTR's reserves at the end of this fiscal are anticipated to be approximately \$270,000. The funding shortage for next fiscal year, anticipated to be approximately \$174,000, will leave a reserve balance of \$96,000, which, combined with expected indirect return revenues of \$79,000 in October 2001, will leave a reserve balance of \$175,000 at the end of FY 01/02. Expenditures from these reserves for annual and sick leave payouts, project overages, and other unbudgeted expenses will reduce the balance, if not offset by increases from additional indirect allocations, increased indirect from federal grants, or other increases in funding sought by CUTR. President Genshaft stated earlier in the meeting that USF will be suffering a 2.5% budget cut and because of that, USF is looking at no additional funding for most areas and potential reductions if the 7.5% tuition increase is vetoed by the Governor. She indicated that USF is looking at reallocation, program focus, and program sharpening and that USF would give to its strengths and priorities, with CUTR identified as a priority and a strength. However, she noted that it is a time when asking for extra E&G funds is going to be difficult. She encouraged CUTR to seek a larger percentage of national grants that would increase CUTR's indirect cost base and was open to discussions of increasing CUTR's share of indirect returns, particularly from national grants. Mr. Kennedy stated that he will look into getting more State funding for CUTR through the Governor's office to help alleviate this situation. There was no further discussion of CUTR's budget deficit.

It was moved, seconded, and passed to accept the FY 01/02 budget as proposed.

With no further business, the meeting was adjourned at 1:30pm.