



CUTR Advisory Board Meeting CUTR Board Room

January 28, 2009

MINUTES

The meeting was called to order at 1:45 p.m. by Board Chair Kimberlee DeBosier who welcomed board members and guests. Self-introductions of participants were made as follows:

Advisory Board Members and Designees

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|---------------------------|----------------|---------------------|
| Kimberlee DeBosier, Chair | Ysela Llort | Manuel Rose |
| Walker Banning (phone) | Norman Mansour | Bill Sheppard |
| John Forney | | Chris Stahl (phone) |

CUTR

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|-----------------|--------------|-------------------|
| Ed Mierzejewski | Steve Polzin | Joel Volinski |
| Alex Bond | Steve Reich | Kristine Williams |
| Sisinnio Concas | Lisa Staes | Phil Winters |
| Pei-Sung Lin | | |

Others: Sally Patrenos

Approval of Minutes: Minutes of the October 2008 meeting were approved.

Election of Officers: By a unanimous vote, Kimberlee DeBosier will continue to serve as Chair and John Forney will serve as Vice-Chair of the CUTR Advisory Board for 2009.

Director's Report: Dr. Mierzejewski presented a brief report on CUTR's activities since the last meeting. Highlights included:

- CUTR faculty and staff adopted over 50 children from Healthy Families of Pasco County and presented them with holiday gifts
- The 2008 Transportation Achievement Award Dinner, held October 29, 2008, was a complete success; the award recipient, Bob Burleson, President of the Florida Transportation Builders' Association (FTBA), was recognized for his outstanding contributions to the transportation industry. In commemoration of CUTR's 20th anniversary, David Kerr and Jack Wilson, both of whom are deceased, were recognized for their early leadership as members of CUTR's Advisory Board. Special recognition was made to:
 - Senator Malcolm Beard who sponsored the creation of CUTR in the Florida Senate

- Representatives Mary Figg and Vernon Peebles who sponsored CUTR's legislation in the Florida House
- Senate President Tom Lee and Senator Jim Hargrett who worked hard on CUTR's behalf in the Florida Senate
- Former Dean of the College of Engineering, Glenn Burdick, who advocated very forcefully with members of the legislature for the creation of CUTR
- CUTR's Founding Director, Gary Brosch, who provided leadership during our first thirteen years
- Enrique Gonzalez-Velez, a Ph.D. student in civil engineering and research assistant at CUTR, was the 2008 recipient of the Georgia Brosch Memorial Transportation Award
- CUTR people made 18 separate presentations at the 2009 Transportation Research Board Annual Meeting
- Several CUTR faculty were recognized for their achievements and honors
- USF continues to deal with additional budget cuts; so far CUTR has been spared major cuts

Summary of 2008 Transportation Achievement Award Dinner: Lynn Federspiel reported that the 2008 dinner was the most successful to date. There was a total of 41 sponsored tables with 350 attendees with a net income of \$57,759.

2009 Award Committee: Kim DeBosier appointed John Forney, Norman Mansour, and Bill Sheppard to serve with her on the committee to choose the 2009 recipient of the CUTR Transportation Achievement Award.

Overview of CUTR Financials: Dr. Mierzejewski presented an overall financial picture of CUTR (see attached flow chart).

- Two sources of funds that come into CUTR
 - **Research contracts** have averaged \$8.5 million over the last 2-3 years (included are direct costs of salaries, benefits, travel & other expenses and indirect costs)
 - **Allocation from university** for last 2-3 years averages about \$565,000 that helps to cover administrative expenses
- Over last few years, CUTR returns 15-1 for every dollar the university has given to CUTR
- Indirect costs go to the university; after 2-3 years the university distributes overhead rebates to colleges; 30% goes to the dean of the college; who distributes the funds as he/she sees fit. The College of Engineering dean will continue to distribute about 20% of the total indirect that is generated to CUTR
- CUTR puts 50% of the indirect return in a general CUTR account and 50% goes to individual program directors to pay for travel, upgrade of computers, etc.
- CUTR has small amount of money from fixed price contracts. This money is split 50% to program director and 50% to general CUTR account for CUTRwide expenses.
- CUTR's rollover account - 2 sources of money: 50% of indirect costs returned to us and 50% from fixed price contracts; at one point CUTR had over \$750,000 in the account. Since the loss of motor fuel tax revenue and the loss of funds from USF, CUTR relies on this account to supplement the money received from the university to cover our administrative expenses
- CUTR's current administrative budget runs \$860,000 per year; if we are unable to identify other funds, the programs may have to absorb more of the administrative duties, thereby taking time away from research

- We walk a fine line to sustain ourselves—it's a challenge to identify additional donations/funds. With our dinner being so successful, our scholarship account will reach over \$100,000 and with the state match of \$50,000, this will establish a substantial scholarship. A partial solution may be to use some of the money from the dinner to help sustain administrative costs.

CUTR Project Presentations: four project presentations were made by CUTR faculty:

- 2008 Review of Florida's MPO Long Range Transportation Plans – Alex Bond
- The Relationship between Night Time Crashes and Illumination Levels – Chanyoung Lee
- Florida VMT Forecasting Tool – Steve Polzin
- Integrating Transit Travel Behavior and Urban Form – Sisinnio Concas

Other Business: There was no other business.

With no further business, the meeting adjourned at 4:00 p.m.

Next Meeting: Wednesday, April 29, 2009, 1:30-4:00 p.m.