



CUTR Advisory Board Meeting

DRAFT Meeting Minutes

April 4, 2012

Center for Urban Transportation Research, Boardroom
3808 Alumni Drive, Tampa, FL 33620

Attendees:

Advisory Board Members and Designees:

Kimberlee DeBosier, Chair, Bayside Engineering
John Forney, Co-Chair, Raymond James and Associates
Senator James Hargrett, Jr, Bay Area Concessions Inc.
Richard Biter, Florida Department of Transportation
Thornton Williams, McMillian Williams, PA (call-in)
Jeanette Hallock-Solomon, Florida Department of Community Affairs (call-in)
Ysela Llort, Miami-Dade Transit (call-in)
Chris Stahl, Florida Department of Environmental Protection (call-in)

Center for Urban Transportation Research, USF:

Jason Bittner
Martin Catala
Rob Gregg
Pei-Sung Lin
Steve Polzin
Stephen Reich
Ken Short
Lisa Staes
Joel Volinski (call in)
Kristine Williams
Phil Winters

Chairman Kimberlee DeBosier called the meeting to order at 1:40 p.m. and attendees and guests introduced themselves.



Approval of Meeting Minutes

Following a motion by Kimberlee DeBosier to approve the October 26, 2011 meeting minutes, John Forney approved the motion and it was seconded by Richard Biter, they were unanimously approved.

Election of Officers of Advisory Board Chair and Vice-Chair

A motion was made by Senator Hargrett, Jr. to re-elect Kimberlee DeBosier as Chair and John Forney as Co-Chair, which was seconded by Ysela Llort and unanimously approved.

Chair's Comments:

Jason Bittner provided his Director's Report:

CUTR's role was summarized for the annual TRB Conference as follows: CUTR faculty had 3 papers advanced for publication, 22 presentations from 18 faculty, and 55 TRB leadership positions, including 6 committee or panel chairs.

Highlighted Events (Spring 2012):

Sean Barbeau is on the Presidential roundtable for Mobile Devices and Technology.

Pei-Sung Lin's group hosted the Motorcycle Safety Coalition Meetings and Bike Week and accepted an award for recognition on promoting motorcycle safety.

Engineering Expo was a success with thousands of elementary students engaged in transportation activities and the motorcycle simulation was quite popular.

CUTR played a large role in the Transportation Research Forum in regards to technology transfer, which was held mid-March with the National Transit National Conference in town.

CUTR Webinars are held on a bi-weekly basis on a range of topics, which touch 75 – 250 participants.

2011 Recap/Performance Indicators:

CUTR Research Awards: CUTR is affective in securing additional research awards and 2011 was a record high. There is a diversity of sponsor types (Federal, State of Florida – 75%, other Government, and Private) with the emphasis on striving to increase Federal sponsorship.

Last year, CUTR worked on new contracts (\$13,655, 181) with proposals submitted (\$17,107,599); 38 papers were published; over 100 presentations were given, 9 university courses were taught; 132 training courses were given with over 19,000 contact hours; noted over 40 media citations.



There were 2012 Early Wins: The University Transportation Center became a consortium and once again was successful in being designated as one of two transit-focused UTCs as the UTC program was reduced from 60 to 22 centers; multiple patents were issued, which were filed in 2006; there are emerging opportunities in Pedestrian and Bicycle Safety; there is tremendous opportunity with freight-related initiatives; good record of success with editorials and high profile speaking engagements.

National Center for Transit Research (Joel Volinski by teleconference):

Joel Volinski gave the background of the National Center for Transit Research. The new NCTR consortium consists of: Small Urban and Rural Transit Center – North Dakota State University (Dr. Jill Hough); Urban Transportation Center – University of Illinois at Chicago (Steve Schlickman); Lehman Transportation Center – Florida International University (Dr. Fabian Cevallos). The funding is from a significantly larger grant award: \$3.5 million; USF as lead university will retain \$1.75 million; NDSU and UIC will receive \$700,000 each and FIU will receive \$350,000; each partner will try to secure as much cash match as possible. FDOT will continue to be our primary funding partner. NCTR has their own Advisory Board members which consist of representatives from: the Federal Transit Administration, Florida Department of Transportation, American Public Transportation Association, Association for Commuter Transportation, Transportation Research Board/TCRP, Public transit agencies, Metropolitan Planning Organizations, IDOT, NDDOT, Community Transportation Association of America, and Project Action. The research emphasis areas will be addressing five areas: safety, state of good repair, economic competitiveness, livability, and environmental sustainability. Technology will be shared through the Journal of Public Transportation, website/netconferencing/streaming, discussion forums/listservs, clearinghouses – Best Workplace for Commuters.

Budget Update: The College of Engineering in the past has disbursed \$700,000 to CUTR for administrative expenses which includes personnel handling accounting, computer needs, human resources, and other administrative functions; it also supports teaching and the tuition for students. A smaller portion of the expenses are paid with NCTR/NBRTI funds, roll-over funds, and indirect returns. Administrative expenses cannot be charged to a project. For the next fiscal year, CUTR will be given \$250,000 from the COE to cover those costs. There is somewhat of a reserve that could be used to cover the costs but the biggest concern is that the time-line might be longer than a year. Opportunities are being looked into to rectify the situation by looking at indirect returns distribution, rates, pursuing more federal work, Service Center model, and restructuring the administrative personnel with the possibility of personnel cuts for those employees that cannot charge to projects. A discussion ensued. The indirect rates and direct costs were discussed too.



Board Members Updates

Kim DeBosier brought up the PSTA & HART study to merge and if there was potential for CUTR involvement. Steve Polzin said that HART will be leading the scope and a fair amount will be done in-house. It is not a big study. TBARTA will be engaged at some level.

CUTR Transportation Achievement Award Recipient and Dinner

Senator Malcolm Beard was instrumental in the founding of CUTR. The dinner was a tremendous success and is a good networking opportunity. The donations are deposited in our Foundation account where it is used to support the Georgia Brosch Scholarship for students and other outside activities. There were 215 attendees; 15 sponsors; gross receipts of \$31,860; net to foundation -- \$16,412; net foundation/attendee was \$76.33.

2012 CUTR Achievement Awards Committee

Kimberlee DeBosier appointed John Forney and Senator Hargrett, Jr. to serve with her on the committee to choose a candidate for the 2012 recipient of the CUTR Transportation Achievement Award to be considered by the Board. Suggestions can be directed to Kim. Thornton Williams suggested for consideration Jose Abreu, Director of the Miami-Dade Aviation Department who will be retiring in November. The proposed schedule is to select a nominee by May 1st and to affirm the decision by May 15th through electronic voting. Once the award recipient has confirmed availability, the award date will be finalized.

New Business – Strategic Planning Process

The concept of the strategic planning process, proposed membership of the planning committee, and schedule were presented to the Board. Surveys will be sent out to clients and CUTR staff with responses due back by May 11th. There will be key stakeholder interviews and consultations in May. In June there will be working groups to discuss mission, structure, resources, scenarios, collaborations, modes, and geography. The plan will be finalized in July and presented to the Dean. The plan will be presented to the Board for approval at the August 1st web conference. An Annual Plan will be developed and goals will be implemented by August 31st. There is a potential to schedule a staff retreat. If any Board member is interested in participating on the Planning Committee, contact Kim or Jason.

Next Steps and Meeting Schedule

The next meeting will be held from 1:30 pm – 4:00 pm in Tampa on June 6, 2012.

Adjournment - The meeting was adjourned at 3:30 pm.