



## **CUTR Advisory Board Meeting**

### **Meeting Minutes**

**November 1, 2012**

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

#### **Attendees:**

##### **Advisory Board Members and Designees called into teleconference meeting:**

Kimberlee DeBosier, Chair, Bayside Engineering  
John Forney, United Insurance Holdings Company (call-in)  
Ed Coven, FDOT for Secretary Prasad  
Katherine Frazier, FTC Commission (call in)  
Jeanette Hallock-Solomon, Florida Department of Community Affairs  
Sonny Holtzman, The Holtzman Group  
Ysela Llort, Miami-Dade Transit  
Robert Skinner, Jr, TRB  
Thornton Williams, McMillian Williams, PA  
Matt Ubben, Floridians for Better Transportation (guest)

##### **Center for Urban Transportation Research, USF:**

Jason Bittner  
Rob Gregg  
Pei-Sung Lin  
Steve Polzin  
Stephen Reich  
Lisa Staes  
Joel Volinski  
Kristine Williams  
Phil Winters

Chairman Kimberlee DeBosier called the meeting to order at 1:35 p.m. The attendees introduced themselves.

*Approval of Meeting Minutes:*

Following a motion by Kimberlee DeBosier to approve the August 1, 2012 meeting minutes, Sonny Holtzman\_made a motion to approve the motion and it was seconded by Ysela Llort; they were unanimously approved.

*Chair's Comments:*

Thanked all the CUTR staff who were involved in their contribution to the CUTR awards event by either actively involved in the planning or those taking on more to allow others to take on the tasks at hand.

*Jason Bittner provided his Director's Report:*

*USF Budget Updates:*

As of September, USF's governing Board, not the University placed a freeze on travel, purchasing, and hiring for cost savings purposes. This freeze impacted all of the E&G and RIA funding, which meant that all spending under these funds were subject to special approval by the Director of CUTR, the Dean of COE, and ultimately the Provost if the funds were over a certain amount. For travel, the traveler must be formally listed on the program or have a leadership role on a committee, or be in the process of conducting research work paid by their research project in order to be able to attend a meeting or conference. Educational or professional programs cannot be paid through these funds. The duration of the freeze is unknown.

*CUTR FY2013 Budget Updates:*

CUTR received from the University \$645,000, which works out to \$800,000 with benefits in total funding for Educational and General budget this year. The expected FY2013 administrative costs are slightly higher than 2012 with a projected \$881K (\$1036K with benefits) (CUTR RO \$326K). Some savings will result from the freeze (perhaps \$50-\$75K) once the freeze is lifted. We are on a downward trend for spending and in general reducing administrative expenses. For FY2010-2011 indirect returns distribution, we received \$210,000 and transferred \$110,000 back to COE to finalize FY2012 and then \$99K was recently transferred back to program accounts.

*Staffing:*

There are 141 people on CUTR payroll with 38 students and 40 faculty positions. The development of a proposal services unit mentioned at the last Advisory Board meeting has been dropped entirely due to the freeze. CUTR and the College of Engineering were able to hire a graphic designer, Ryan Wakefield to work 25% of his time for CUTR and the rest of his time for the COE. Dr. Pei-Sung Lin's group is recruiting a faculty position and Steve Reich's group has recently hired an additional person to support their program.

A pilot program in regards to PI eligibility has been put into place. CUTR PIs, who are non-tenured faculty, needed to complete a PI eligibility form each time a new proposal was submitted. Now it is not necessary to go through the extra steps and blanket eligibility is met through certain criteria to be allowed for a 2 year period of time. Through the efforts of Jason Bittner, the College of Engineering, and others, CUTR is the only unit on campus that is eligible.

*Research Project Highlights:*

Lisa Staes' team developed an online computer based training module (Disability Etiquette for Transit Operators) and has teamed up with the National World Transit, who are advertising on their website; this on-line training allows 300 attendees outside the state of Florida take part in this training.

Steve Reich discussed the MPOAC revenue study, which came out in July; it was fairly well received.

Dennis Hinebaugh had been working closely with FTA on the NBRTI funding project which was an earmark in SAFTELU.

UN-HABITAT Support for BRT and TDM signed a Memorandum of Understanding with Patel Global Sustainability and if chosen, we will be working with former faculty member, Francis Wambalaba, who is presently working at the University of Nairobi in Kenya.

FTA Urban Circulators -- Steve Reich was contacted by FTA to do an evaluation which would be a true economic impact and he credits Sisinno Concas to developing concentric modeling techniques which can be used in this evaluation.

USF Parking Garage Safety Study – Dr. Pei-Sung Lin has the support of upper management and will be working with 2-3 students from his class on this particular study.

Inaugural Bulls Bike and Walk Week was a success that was implemented by Dr. Lin's group. There was a whole week of activity which started out with a walk through campus led by President Genshaft. A video was shown to advisory board members with the highlights of the week.

Jason Bittner also recognized Phil Winter's group, in particular Julie Bond and Jason Jackman with their outreach to the community through WalkWise Tampa Bay.

There are 159 active projects worth \$8.57m with a \$16.5m budget.

*CUTR Transportation Achievement Awards Event:*

Bittner reported there will be 260 attendees at tonight's awards event at the USF Embassy Suites. Posters of CUTR's research projects will be displayed during the cocktail hour. The Georgia Brosch Transportation Achievement Scholarship will be awarded to two CUTR graduate research students: Kyle Taniguchi and Qing Wang. Also, Joel Volinski will present the NCTR Student of the Year award to Kyle Taniguchi. There are a couple of newly created awards to be given out too: The CUTR Director Award, which Katherine Frazier and Dr. Jose Zayas-Castro were on the committee to choose a faculty member who made an impact through one of their research projects. The CUTR Humanitarian Award will be given to an employee who has shown their benevolence on behalf of CUTR. Provost Wilcox will provide remarks; FDOT Secretary Ananth Prasad, guest speaker along with District Secretary Gus Prego will introduce Jose Abreu, CUTR Transportation Achievement Award recipient.

*National Center for Transit Research:*

Joel Volinski gave an overview of NCTR. This center was designated by the U.S. Congress in 1991, reaffirmed in 1998 and 2002, and is sponsored by the Federal Transit Administration. We have gone

through three competitions since 1991 and last month was a very significant one. There were 60 university transportation centers and now there are only 22 of them. CUTR prevailed as one of the 22 and we are one of only two transit focused university transportation centers. It gives us a larger grant of \$3.5 m but it is only funded for one year with 2011 funds. We partnered with other universities around the country: University of Illinois at Chicago Urban Transportation Center, North Dakota University Small Urban and Rural Transit Center, and the Lehman Center for Transportation Research at Florida International University. We have been working with our partners on our program since January and have met with FTA. They have identified projects that they are interested in and we are doing all of them but we haven't gone forward because we need a match as part of the stipulation from the Department of Transportation. There are a number of projects that FDOT would like us to perform with matching grants: Improved Traffic Control Measures to Prevent Incorrect Turns at Highway-Rail Grade Crossings and Pilot Tests, which has already been started by Dr. Lin's group; The Impacts of Dialysis Transportation on Florida's Coordinated Public Transportation Programs; Analysis of Transit Contracting Models and Proper Incentives for Long Term Success, which Steve Reich's group is working on and Secretary Prasad is interested and impressed with this particular study. In an interest in saving time, all the projects were not discussed but are listed as follows: Maintaining Transit Services During Construction; Bus Operator Safety Training; Best Practices in Enhancing Transit in Multi-modal Transportation Elements, Investigation, Quantification and Recommendations – Performance of Alternatively Fueled Buses. The FTA projects are: Transit Services Network Analysis; Adapting Transit to Climate Change; Urban Mobility Report – Transit's Impacts; Human Services Transportation Coordination Analysis; and other prior NCTR initiatives to be continued: Transit Safety Research and Technical Assistance Center; Alternative Fuels Clearinghouse; GIS in Transit Conference; Journal of Public Transportation.

Good news was received in regards to receiving the \$3.4m for FY2012. The time frame to spend the funds has been extended to September 30, 2016. There will be challenges to find partners to match the funds for the programs. FDOT does not have the funds to match all projects so other opportunities will be explored: possibly approach transit agencies and the NY State Department have expressed an interest. There is another option of a potential pooled fund.

There is another competition in the spring with the funds to be received in the fall. Comments were due back yesterday and as soon as more information is received, the Advisory Board will be notified on the recommendations.

*CUTR Community Leadership Advisory Committee (Proposed):*

Jason Bittner met with President Genshaft on the proposed CUTR Community Leadership Advisory Committee and she strongly advised him to work with the Tampa Bay Partnership on developing it. The meeting is set for next week. Afterwards, Bittner will report back his findings to the President. Another meeting with Tampa Bay Partnership will take place on November 30th. He will report back the outcome at the next Advisory Board meeting.

*CUTR Associate Director (Proposed):*

An offer to serve as CUTR's liaison was extended to Dr. Trent Green, tenured USF faculty member in the Community Planning, Landscape Architecture School. He is on a 12 month appointment and will be teaching a couple of classes in the spring so the final specifics are being worked out.

*CUTR 25<sup>th</sup> Anniversary:*

The RFP for a public relations consultant services has been delayed for now due to the purchasing freeze. In the meantime, the work will be done in-house. Ryan Wakefield will be working on the logo. There will be a packaged set of monthly webinars and quarterly roundtables that will culminate with the CUTR Transportation Achievement Awards event in concert with Floridians for Better Transportation. Matt Ubben from FBT has been contacted by Jason Bittner. There will be video production in-house, a CUTR Alumni Book, and other promotional items. The estimated budget was \$60,000 but will most likely be less since the services of a public relation consultant has not been approved yet.

*Board Member Updates:*

Sonny Holtzman reported on the US DOT ITS Program Advisory Committee, which is he is a member. He recently attended the meeting on October 11 & 12 in Ann Arbor, Michigan. Verizon, General Motors, Nokia, and Ford came together to debate and deliberate over intricate issues in regards to vehicle to vehicle communications. The committee members went on a power demonstration in cars where certain scenarios were rehearsed. The goal is to reduce fatalities from 36,000 to 0. He compared what is done on the federal level to what is done at CUTR and he feels they could learn from what is done at CUTR.

Bob Skinner acknowledged the naturalistic driving study where CUTR is one of 6 sites involved in attaining information that no one has ever had before to learn how drivers multi-task while behind the wheel. He expressed observations on the research bill, MAP-21 in regards to how funding is down and the federal agencies are more flexible in managing the funds because of the elimination of earmarks. Programs that were eliminated: transit cooperative research programs - authorization level, freight cooperative research program; aviation program was re-authorized in the aviation bill but without specific amount. He encouraged all to come to TRB in January.

Ysela Llorca reported that the Miami-Dade Transit opened a brand new orange line station to the airport; Jose Abreu had quite a bit to do with opening the station on the county and DOT side. He was the one who urged that \$100m be set aside in the Department of Transportation to make that deal possible. They received \$12.5m from the feds for the first discretionary grant.

Jeannette Hallock-Solomon reported that in the 2011 legislation, a new definition was given to the transit oriented development and Kim DeBosier mentioned that it is a good interface.

Ed Coven reported that there will be five listening sessions statewide for Map21. He also reported that the freight mobility plan is being worked on diligently to be finished by July. The FPTA conference had over 330 participants and it went over very well. One of the highlights was recognition and the

induction of Ben Watts to the FTPA's Hall of Fame.

Thornton Williams reported that another initiative is underway to try to pass a bill that is being labeled as a jobs creations bill and everyone's support is needed. The article written by Thornton Williams can be found on-line in the Florida Engineering Society's journal at [www.fleng.org](http://www.fleng.org).

Katherine Frazier reported that the FTC is focused on the Expressway Authority's cost savings report and they are working with Cambridge Systematics and CUTR is involved too. There is an upcoming meeting in Gainseville in December and she will have more details to present at the next Advisory Board meeting.

*New Business:*

The Strategic Plan is in the packet and Jason Bittner will be asking for feedback on it during the course of the meeting. He thanked everyone (Kim DeBosier, Abdul Pinjari, Arunima Bagui, Vicky Perk, Phil Winters, Kristine Williams Steve Reich, Lisa Staes, Rob Gregg) that was involved on the committee and acknowledged Michael Audino, one of faculty members at CUTR, who guided everyone through this effort. The committee reviewed the information on the internal report and the external review that Board member Bob Skinner was a part of; took input from the community and across campus through formal interviews and surveys; visited the mission, vision, and scope; looked at the direction at our shaping values, set primary goals for the next few years, developed preliminary action plans and an implementation strategy. The proposed mission statement for CUTR: We solve community challenges through transportation research, workforce development and outreach. The proposed CUTR vision: We will be the preeminent and internationally recognized catalyst for transportation innovation. The shaping values were identified as the following: integrity; dignity respect, open and honest communication; creativity; work/life balance; community service; excellence; objectivity; collaboration; diversity; and entrepreneurship. In order to build a program, drive and motivation is needed and not resting on CUTR's laurels. An introductory paragraph was developed on what is important for each of these values.

The next step was defining each of the goals and a task force will be formed for each one. Jason Bittner touched base on each of the goals, which are as follows:

1. Financially sustain CUTR over the long term
2. Strengthen and leverage relationships throughout USF
3. Effectively add other modes of transportation to our customer base
4. Deliver "cutting edge" products, services, processes
5. Tell the CUTR story more powerfully
6. Build and maximize our human resource capacity
7. Display commitment to our values
8. Create and facilitate strategic initiatives between universities

Sonny Holtzman posed a question in regards to where CUTR is in comparison to other organizations. A discussion ensued in regards to CUTR's research, funding, budget, size of staff in comparison to other organizations in the country, internationally and across the state.

Jason requested the Board's either affirmation on this approach for the strategic plan or any other action on this strategic direction. Kimberley DeBosier requested a motion for approval of the strategic plan; Thornton Williams made a motion to adopt it; it was seconded by Sonny Holtzman; the strategic plan was unanimously approved.

**Project Presentations:**

- A Summary of Design, Policies, and Operational Characteristics for Shared Bicycle/Bus Lanes was presented by Sara Hendricks, CUTR Transportation Demand Management Program.
- Implementation and Outcomes of Fare-Free Transit Systems was presented by Joel Volinski, Director, National Center for Transit Research.

The meeting adjourned at 4:45 pm.