



## **CUTR Advisory Board Meeting**

### **Meeting Minutes**

**February 6, 2013**

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

#### **Attendees:**

##### **Advisory Board Members and Designees:**

John Forney, United Insurance Holdings Company  
Rich Biter, Florida Department of Transportation  
Jeanette Hallock-Solomon, Florida Department of Community Affairs (call in)  
Senator James Hargrett, Jr, Bay Area Concessions, Inc  
Ram Kancharla, Port of Tampa  
Bob O'Malley, CSX Transportation (call in)

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

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

Vice Chairman John Forney called the meeting to order at 1:35 p.m. The attendees introduced themselves.

### *Approval of Meeting Minutes:*

Following a motion by John Forney to approve the November 1, 2012 meeting minutes, Rich Biter made a motion to approve the motion and it was seconded by Senator Hargrett; they were unanimously approved.

### *Vice Chair's Comments:*

John Forney encouraged CUTR to think and dream big; he applauded Jason Bittner on the strategic plan that lays out a vision for CUTR. He also stated to never lose sight of the vision. He stated that it is a privilege to be associated with CUTR and he looks forward to continuing working with everyone.

### *Jason Bittner provided his Director's Report:*

#### *Staff*

CUTR processed a record contract volume at the federal and state level and improved relationships across campus. The 2012 budget is stable; drastic cuts were not made; solid statewide partnerships were forged with FBT, FPTA, University of Florida and others. The Strategic Plan was developed and Bittner recognized the committee and Chair, Kim DeBosier. Now that the plan is developed, implementation will go forward. Bittner is most proud of the competent and able staff at CUTR with 148 total: 49 students and 40 faculty research positions and others; The Proposal Services Unit that had been proposed didn't go through because of the budget cuts in the Fall, but a single position has been approved rather than the unit. Interviews have been completed and an offer is expected to go out this week. The College of Engineering recognized employees at their annual length of services award ceremony; the following employees from CUTR were recognized: Sara Hendricks, 20 years, Yolanda Moore, 15 yrs; Reena Raturi, 15 years; Jay Goodwill, 10 years; Cheryl Thole, 10 years; Ed Bart, 5 years; Chanyoung Lee, 5 years.

#### *Research Project Highlights:*

Bittner reported there are 184 active projects which have a total of approximately \$10.2m in expenditures with a \$21m in budget authority; last meeting it was reported at \$16.5m, almost a \$5m increase from the fourth quarter which added a net 25 new projects. We are in a healthy position as far as projects.

#### *Performance Indicators:*

Bittner reported \$37.4m in total proposed awards were submitted and over the course of the year we had a little over \$21m funded proposals in funding; over 15,000 professional development contact hours with 101 courses; we published 25 peer reviewed/journal publications. Bittner will be working on increasing the publication numbers. Compared to past years there wasn't significant growth since last year (23).

#### *High Profile Projects & Proposals:*

- *USF Speed Study* – Dr. Lin reported this project is to study speed and implement a more uniform speed around campus; it is the first time it has been undertaken on campus.

- *Year 2 of National Center for Transit Research – Joel Volinski:*
  - Some of the projects underway for the Federal Transit Administration with the UTC grant are as follows: improving human services transportation coordination around the country, transit agencies to prepare for climate changes, and better use of automatic vehicle locating equipment.
  - Steve Polzin will lead a new program (1 ½ years) -- the *NCTR Graduate Assistant Program* to encourage students to come to USF for a career in public transportation– funding will cover most of tuition costs and students will work on transit related research projects and give them internship opportunities; recruitment will be made throughout the Southeast.
  - *Alternative Fuels Clearing House* is a one stop center for information on how transit agencies handle different types of alternative fuels.
  - Established a *Transit Safety Research Center*.
- *Hillsborough County – Transportation Disadvantaged Program Consolidation* -- Jay Goodwill and Lisa Staes have undertaken this project, which is to look for feasibility of either a total or partial consolidation with Sunshine Line and HART.
- *Support for FDOT Alert Today, Alive Tomorrow* – Dr. Lin’s group is working on this project to increase the awareness of pedestrians on our motorways. FDOT sponsored a NASCAR race car and billboard advertising to provide a safety message and CUTR provides the evaluation to see if message is working; John Forney commented on the pedestrian and the speed project and pointed out that CUTR should try to market it with other college campuses around the country; Dr. Lin also mentioned another study that his group is working on, which is the *Street Lighting Measurements on Selected Corridors in FDOT District 7*; if the Board is interested, Dr. Lin can do a presentation on this project.
- *Clean Cities* – Steve Reich is working with Patel College of Global Sustainability at USF to coordinate activities required to attempt to obtain U.S. Department of Energy designation for the Tampa Bay Clean Cities Coalition. This federal designation will enable the region to compete for funding opportunities to promote alternative transportation strategies to reduce the dependence on petroleum and to contribute to a healthier region.
- *FTA Map-21 Bus Safety Study* – Map 21 passed with a number of designated studies – Lisa Staes reported that the study will be comparing accidents only related to injury fatalities and will be looking at federal and state law regulations; recommendations will be focused on improving safety systems and structural design for related activity.
- *FDOT Freight Initiatives* – Jason Bittner reported that this initiative looks at how freight can serve economic development opportunities in Florida; Florida has embarked on a statewide freight transportation plan which will be released at end of this fiscal year; an investment plan will follow it to give guidance back to the state legislature. Both would allow FDOT additional

information as they go through decision making. A year from now Ram Kancharla would like to see the findings of the freight project and he will help CUTR in any way he can to enhance it.

*Bittner touched on other highlights:*

- CUTR recently hosted ACT (leadership academy) and APTA for their research development coordination meeting.
- FDOT Pedestrian and Bicycle Safety Coalition kickoff is next week.
- WeCar, which is owned by Enterprise, is a project for District 7 for travel options for short term use – to rent a car by the hour. There will be press release next week for the first car sharing on Tuesday, 2/12/13 in St. Petersburg.
- Uninorte Collaboration: CUTR recently hosted faculty members from there. In December, Bittner and Kancharla visited their campus in regards to freight focused research initiative. There are strong collaborations with USF and Uninorte in place for joint degree programs; their Dean will be visiting in April.

*Strategic Plan Implementation:*

CUTR Mission: We solve community challenges through transportation research, workforce development, and outreach. CUTR Vision: We will be the preeminent and internationally recognized catalyst for transportation innovation. With the help of the Board members, we will fulfill this mission and vision. Posters were made to display the values and placed at CUTR so every day they will be seen to be embraced and live up to them.

Bittner went over the goals and values noting that CUTR's number one goal is truly to financially sustain CUTR over the long term. CUTR's mission, values, and goals were presented at the staff meeting in December. Many of the management team will lead a committee for each of the goal areas to have an action plan by the end of March. A brief update on the plans and progress will be presented at the May 1<sup>st</sup> board meeting. If board members would like to be involved as volunteers, please let Jason know.

The Program Directors will submit their 2013 goals and management evaluations to Jason based on the strategic plan goals and demonstration of adopted values.

*TRB Annual Meeting Summary:*

CUTR was represented 57 times on the TRB program with several papers advanced for publications; CUTR sent over 20 students in cooperation with the ITE chapter.

*University Transportation Center Program Updates:*

During the TRB meeting, UTC was discussed with how CUTR was going to respond to the MAP-21 program. Solicitation was announced on December 21st. There are three tiers (national, regional, Tier 1). There are five themes and there will be one national center in each of the following themes: livable

communities, safety state of good repair, environmental sustainability, economic competitiveness. There are restrictions on participation.

We are in year 2 with \$3.5m. CUTR decided to Lead Tier I in the area of Livable Communities continuing NCTR going from \$3.5m to a \$1.5 NCTR center. We are partnering with the University of Chicago, Florida University, and Texas A & M; each will receive \$100,000 and CUTR will receive \$1.2m. With only 5 national centers and 20 regional centers, livable community strategies will encourage everyone to get to places without the use of a car. We are partnering on other proposals too since we will not be pursuing a national center. Both proposals are in the area of transportation safety. Dr. Polzin and Dr. Lin are the contact on the regional proposal while Lisa Staes is the primary contact with the established Florida consortium. We will partner on 3 national proposals: livable communities with Portland State University (contacts: Kristine Williams, Trent Green, Phil Winters), State of Good Repair: Rutgers University (contact: Joel Volinski); Safety: University of Minnesota (Dr. Lin). If all the proposals are accepted, it will give CUTR more money than last time. Proposals are due by March 19<sup>th</sup> and the results will be known in June. We could not identify a partner for economic competitiveness.

#### *USF Updates*

Patel College of Global Sustainability was officially approved at USF; April 2013 will be grand opening.

College of Engineering hosted two senior transportation faculty: Dr. Larry Rilett and Dr. Asad Khattak.

The USF travel, purchasing, and hiring freeze ended on December 31, 2012, which applied to all E&G and RIA funding and it was replaced by 5% reduction applied in the middle of the year (effective January 1).

The final E & G allocation for CUTR in FY 2013 was \$642K; expected FY13 administrative costs is \$914k and \$271k will be used from RO. For FY2012 the administrative costs were \$905k with \$147k from CUTR RO.

Bittner went over the administrative budget; the budget number received from the University is decreasing. In general, administrative expenses from all sources are decreasing; we provided \$110,000 back to COE, which shows up as an expense. Other issues that will challenge CUTR RO are: faculty non-renewal, 25<sup>th</sup> anniversary program expenses, which were previously approved at \$60,000 but have been pared down, and the Provost Office budgeting process.

The indirect returns distribution for 2012 calendar year, CUTR received \$210,000 on contracts with transfers to finalize FY 2012 total at \$110,000; \$99k was transferred to program accounts. For calendar year 2013, the expected distribution is to receive \$227,333 total (1/2 to CUTR) and the fixed price rollovers (expected to be at historic levels). The challenge is that the Dean is in a deficit and he won't be able to disburse the \$227,333 until he is sure of his budget picture. Even with it, this means that approximately \$90k more will come out of RO accounts than will flow into them. If we don't receive indirect returns for FY2013, the balance will be under \$500k. The current project RO is \$600k. It will be a challenge and we will do what we can so it doesn't happen.

### *Transportation Achievement Awards Event*

There was a total of 252 attendees at the event with 19 table sponsors. The net income of \$20,222 was placed into the Georgia Brosch scholarship fund. José Abreu attracted a big crowd and it was a very successful event.

Jason had met with the Tampa Bay Partnership at the President's suggestion to get their input on the proposed CUTR Community Leadership Advisory Committee. He will now meet with President Genshaft to report back on the details.

CUTR Associate Director funding will come from the Provost office to integrate CUTR to USF.

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

CUTR will not pursue a public relations consultant service so the estimated budget has been reduced to \$25k. Part of the 25<sup>th</sup> anniversary plans will be a production of a CUTR alumni book. Bittner met with Matt Ubben to go over the plans for the monthly webinars and quarterly roundtables. The Dean did not approve the space remodeling/rehabilitation initiative.

### *Upcoming CUTR events:*

- It is the first time there will be a SE regional research conference on April 4-5 in Orlando.
- MPOAC Advisory Institute will be held twice this year on April 12-14 in Orlando and on May 17-19 in Tampa. It is a workshop that covers laws and regulations affecting MPOs; focused at the elected officials to encourage better understanding of MPOs.
- FPTA Professional Development Workshop for transit professionals will be held on June 18-19 in Tampa.
- GIS in Transit conference will be held on October 16-18 in Washington, DC.

### *Board Member Updates:*

Senator Hargrett made a suggestion that the advisory board could form a foundation that could seek out private grants for cutting edge research dealing with climate change and transportation. A discussion ensued where it was noted that there is a considerable amount of interest on campus on sustainability, climate changes, and resiliency but more coordination is needed with other college departments to make it work.

Rich Biter reported the Governor put forth the 2014 budget (\$8.3b) last week, which will fully fund the FDOT Work Program with investments in port, highway, bridge and other transportation infrastructure improvements. Secretary Prasad is working with the Governor's office and legislature to make sure the projects get done on time.

On February 11, the Florida Chamber Foundation, in partnership with the FDOT, will host the 2013 Transportation Summit, which is a one-day summit which will bring together top business leaders in Florida to participate in helping to secure Florida's transportation future. The one-day event will cover essential topics to Florida's transportation future such as freight, logistics and trade; mobility, moving people and goods; funding and investment, and much more.

On February 20-21, the FDOT's Office of Freight, Logistics, and Passenger Operations is hosting the first ever statewide Intermodal Logistics Centers Forum to ensure that the state continues to promote and invest in Florida's trade and logistics infrastructure.

*New Business:*

Jason Bittner proposed that Thornton Williams, Senator Hargrett, and Ram Kancharla serve on the CUTR Transportation Achievement Award committee to choose a candidate for the 2013 recipient. Kim DeBosier was not present but had spoken with Jason and she wants to volunteer to be on the committee. After discussion, John Forney appointed Kim DeBosier, Senator Hargrett, Thornton Williams, Ram Kancharla, and Jason Bittner to serve on the committee. Suggestions can be directed to the committee. The proposed schedule is to select a nominee by May 1<sup>st</sup> (next Advisory Board meeting) and to affirm the decision at that meeting. Once the award recipient has confirmed availability, the award date will be finalized.

*Project Presentations:*

- Access Management Manual and Mobility Fee Projects was presented by Kristine Williams, Program Director, Planning and Corridor Management Program.
- FTC Study of Cost Savings for Expressway Authorities was presented by Steve Reich, Program Director, Transportation Program Evaluation and Economic Analysis.

The meeting adjourned at 4:45 pm.