



## **CUTR Advisory Board Meeting**

### **Meeting Minutes (Teleconference)**

**August 7, 2013**

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

#### **Attendees:**

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

Kim DeBosier, Chair, Bayside Engineering (call in)  
Rich Biter (call-in)  
Katherine Frazier, Florida Transportation Commission (call in)  
Senator James Hargrett, Jr, Bay Area Concessions, Inc (call in)  
Ysela Llord, Miami-Dade Transit (call-in)  
Bob O'Malley, CSX Transportation (call in)

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

Jason Bittner  
Dennis Hinebaugh  
Achilleas Kourtellis for Pei-Sung Lin  
Stephen Reich (call in)  
Ken Short  
Lisa Staes (call in)  
Joel Volinski (call in)  
Phil Winters

Kim DeBosier called the meeting to order at 1:40 p.m. A roll call was done – see above.

#### *Approval of Meeting Minutes:*

Approval of minutes to be done at next meeting since there is not a quorum.

Chair Comments:

No comments at this time.

*Jason Bittner provided his Director's Report:*

*USF and College of Engineering Updates*

*Update on Dean Search*

John Wiencek, Dean of the College of Engineering left USF on August 2, 2013 for a position as Vice Provost at the Virginia Commonwealth University. The Provost appointed an 18 member search committee: Dean Jackie Dixon, Marine Science will Chair it; Jason Bittner is on it along with other faculty and members from the community. It is expected to take approximately a year to fill this position. Dr. Rafael Perez, Associate Dean for Academic Affairs in the COE, has been appointed the Interim Dean.

*Research Services Unit Changes*

Marsha Pesch in the COE's Pre-Award's department took a position elsewhere on campus and there could be potential impacts with this vacancy.

*Budget Issues (President's Parameters)*

The legislature restored the \$300m, however, the Board of Trustees have been concerned with diminishing balances in the USF cash reserves and have given a clear direction to President Genshaft who has imposed the following:

1. Increase the mandatory cash reserves by an additional 5%.
2. Manage the use of carry-forward funds at the university (Provost) level.
3. Establish policies to hold all vacant faculty and staff positions, which is ultimately a hiring freeze.

Engineering's reduction is \$1.8m, 7.5%. We are looking at 1.5m in cuts and \$300,000 in new revenue. Tuition increase was not signed by the Governor so budget was reduced, which impacts CUTR.

*Other USF Updates*

Dwayne Smith, VP Provost will maintain his position and take over the Dean of Graduate Studies; Dr. Karen Liller, who was the Dean has stepped down and will go back to teach.;

Dr. Karen Holbrooke has stepped down from the USF World Leadership and Roger Brindley will take over;

Jim Pirius will no longer represent USF federal relations and Monica Richter, who has worked in Gus Bilirakis' office for the last several years, will take over;

Dr. Stephen Klasko has stepped down as the head of the USF Medical School.

These leadership changes are important to CUTR because it touches different pieces of operations.

### *SUS Board of Governors Meeting*

CUTR was selected to have a display booth at the SUS Board of Governors meeting in June, featured as one of three statewide programs. The booth was not staffed.

### *Review and Update: CUTR FY 2013 Mid year Correction*

CUTR's administrative costs for FY2013 were just a little under \$900,000, which was the same as 2012; it is anticipated that it will be the same in 2014, but we need to plan ahead.

### *CUTR FY2014 Budget*

*No news from the University on the College's budget, which limits what we can do; we have a vacant position in Accounting and Resource Management; CUTR is looking at a \$500,000 cut from COE budget, but it is not final. Kim DeBosier mentioned that maybe it is time for the Advisory Board to approach the Legislature; she suggested to have a special Advisory Board meeting. Bob O'Malley would like to be involved with the efforts to reach out to the legislature. Ysela Llort also said that we need to develop a strategy to deal with the University and the legislature. Bittner reported that CUTR does have \$900,000 in reserves and that is why a significant cut is even being considered.*

### *Research Project Highlights*

Bittner reported there are 193 active projects with a total of approximately \$15.9m in expenditures; it is some of the highest numbers seen; CUTR is excited about opportunities and hopeful the administrative cuts won't be much of an impact.

### *High Profile Projects & Proposals*

- *USF Bulls Bike and Walk Week* – Dr. Achilleas Koutellis reported that it was established last year funded by FDOT to bring awareness to pedestrians, walkers, and those that ride their bike; the 2<sup>nd</sup> annual event will be held this year from September 9-15; it is a high profile event; President Genshaft will kick it off and other dignitaries from the city will be there. Presentations will be given on safety; fifteen bicycles will be given out with a drawing; and classes will be given on how to ride a bicycle in the city.
- *Clean Cities Coalition Strategic Planning* – Steve Reich reported that 6 county Tampa Bay region is coming together in an initiative to introduce diesel fuel; gasoline, and transportation fuel. In addition, last month a strategic planning session was held at the Patel Center.
- *USDOT Policy Office Program Support* – Steve Polzin was awarded this project with a consulting firm; he is out of town at a conference in California.
- *FDOT NHTSA Safety Projects* – \$7.3m in safety work that covers sixteen different grants involving bike, pedestrian, and motorcycle safety efforts.

- *NNTA Bike Share* – Phil Winters reported that the City of Tampa and St. Petersburg received a small grant through District 7 to help promote bike sharing and multimodal applications involving students – one of them is green energy on campus.
- *FPTA/FDOT/CUTR Professional Development* – Lisa Staes reported that the workshop was very successful with over 200 registrants; it was one of the biggest yet. Over 80 people attended the session on the transit safety summit, which was well-received by everyone.

*Bittner touched on other highlights:*

CUTRlines Daily is now available; Bittner encouraged everyone to subscribe at the CUTR website. News is pulled from the twitter based organizations that CUTR follows. This is to replace the paper CUTRlines.

Staffing

*New Faculty Hire*

Holly Carapella was hired as a faculty member to work with Rob Gregg's group; she had previously worked at CUTR.

*Key Departures*

Martha Crouch has retired; she was a member of the administrative staff who managed CUTR's leave. It is questionable if her position can be filled.

Dr. Aldo Fabegras, a faculty member, has accepted a tenured track position on the East coast of Florida. It is anticipated that Dr. Lin will fill this position.

*Other News*

Dr. Pei-Sung Lin has received a career-path advancement.

*From Last Meeting*

Senator Hargrett asked a question at the last meeting if there was a transportation tax on the compressed natural gas (CNG). Bittner reported The Florida Natural Gas Vehicle Act, HB 579, provides a five-year period of no taxes on CNG and liquefied natural gas (LNG) used as a transportation fuel. After the five-year period, natural gas will be taxed at \$0.21 per gallon (FL \$0.31 for diesel, \$0.278 for gasoline). It was signed by Governor Scott on May 17<sup>th</sup>.

*Working Group Updates*

*Strategic Goal 1 – Promote CUTR's Fiscal Sustainability:*

Ken Short reported that our Education Business Activities (EBA), which apply to non-research focused initiatives in training, technical assistance, and services are in good shape and the final approvals are in process.

*Strategic Goal 2 – Cutting Edge Products/Services:*

Phil Winters' group identified and prioritized a dozen products. Six WOW factor presentations were given yesterday and it was well received. Another five are set for next week. Audience response was used to vote on the presentations. There were approximately 40 people in attendance and everyone walked away with a better knowledge of what CUTR has to offer.

*Strategic Goal 3 – Telling CUTR's Story More Powerfully:*

Marketing materials have been developed to showcase CUTR programs and will be expanded to the website so the story of CUTR is more powerfully told.

*Strategic Goal 4 – Strengthen and Leverage USF Relationships:*

Relationships continue to make progress and there will be more to report in November with emerging activities.

*Strategic Goal 5 – Maximize CUTR's Human Resource Capacity*

Steve Reich is heading this group and there are no specific updates at this time.

*Strategic Goal 6 – Display Commitment to Our Values*

A report should be forthcoming and presented at the November meeting.

*Strategic Goal 7 – Add other Modes to Our Research Portfolio*

There will be a freight forum this fall at the Port of Tampa. Opportunities for expansion to consider include air, rail, freight, and maritime opportunities.

Feasibility studies have been done on a freight and supply chain management in partnership with the College of Business and the FDOT Freight Academy; study on automated vehicles; and study on transportation structure.

*Goal 8 – Strategic Collaborations between Universities*

No report

*UTC Program Update*

An announcement for the six proposals worth \$2.5m that were submitted in March 19-20 is expected to be made by September 30<sup>th</sup>.

*Automated Vehicles Project Activities*

The consultant feasibility study was positive. A contract in the amount of \$125,000 with THEA on this project has been approved by Joe Wagoner. Jason Bittner is PI with Steve Reich as Co-PI; Bittner is to meet with Senator Brandes next month.

CUTR is preparing white papers in advance of this Summit, which is to be held on November 14-15. A complete preview will be presented at the next CUTR Advisory Board meeting on November 6<sup>th</sup>.

After the Summit, workgroups will come out in topical areas; it will involve business community and government. In the Spring of 2014, the "Tampa Bay Plan for Automated Vehicles" will come out. Rich Biter commented on the excellent job being done laying out the goals for this project and appreciates what CUTR is doing with it. Paul Steinman from District Secretary 7 is very interested in it too.

### *Emerging Opportunities*

Transportation Finance Forums are being held around the state with the first one held last month in Coral Gables hosted by the Floridians for Better Transportation.

FTA Research and Training Programs – Dennis Hinebaugh reported that there are \$30m in FTA grants ranging from \$500,000 to \$3m with the main focus on safety to work with FDOT and work with Miami too. Ysela Llort is interested in working with CUTR and would like to follow up with a meeting.

THUD appropriations didn't make it out of the House.

### *Upcoming Events*

GIS in Transit Conference will be held in Washington, DC, October 16-17 with Martin Catala and Amber Reep coordinating.

10<sup>th</sup> National Conference on Transportation Asset Management in partnership with TRB, Jason Bittner, Program Chair, will be held in Miami on April 28-30, 2014.

### *November Board Meeting*

Jason Bittner requested feedback from the Board to see if they would be interested in focusing on a short format of 6 - 7 minute overview presentations of 10 projects at the next meeting similar to the cutting edge WOW factor presentations. NCTR Board members, APTA Executive Director Michael Melaniphy and Bob Skinner, Executive Director of TRB will be in attendance at the next Board meeting. It was agreed to focus on a short format of presentations with aggressive time keeping.

### *Board Member Updates*

Kim stated that there are unique opportunities to speak with the legislature. Senator Hargrett agreed.

### *Old Business*

None

### *Updates*

The CUTR Transportation Achievement Awards event recognizing A. Wayne Rich will be held on November 6th at the Embassy Suites; Guest speakers: FDOT Secretary, Ananth Prasad and District 5 FDOT Secretary, Noranne Downs. Sponsorship letters are out; August 31<sup>st</sup> is cut-off date for early sponsorship. Early sponsors are Parsons Brinkerhoff, HDR, Atkins, and Kimley-Horn.; information is on the website; invitations will go out shortly after Labor Day. The proceeds are principally the Georgia Brosch Memorial Transportation Scholarship; CUTR is celebrating 25<sup>th</sup> anniversary, videos are planned; may start Board meeting a little later than usual.

### *New Business*

*None*

Next Board meeting will be on November 6<sup>th</sup> the day of the Awards event and the first one next year will be on February 5, 2014.

The meeting adjourned at 4:45 pm.