

CUTR Advisory Board Meeting

Wednesday August 12, 2015

9:00-10:30 a.m.

Teleconference Call/CUTR Boardroom

Agenda

CUTR Advisory Board Meeting

1. Roll Call
2. Approval of Minutes from May 12, 2015
3. Update on CUTR activities (critical issues/awards)
  - a. Federal Transportation/University Transportation Centers Update
  - b. CUTR Program Updates
    - i. University Faculty hires
4. Update on CUTR Director Search
5. Update on CUTR Strategic Plan development
  - a. CUTR Advisory Board Strategic Plan Development and Immediate Actions
  - b. CUTR Strategic Plan
  - c. Florida Legislative Budget Request Proposal
6. Advisory Board Membership
7. Transportation Achievement Awards Event
  - a. Venue/Date
  - b. Attendees
8. Next meeting
9. Other action items



## **CUTR Advisory Board Meeting**

### **Meeting Minutes**

**May 12, 2015**

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

#### **Attendees:**

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

Kim DeBosier, Chair, Bayside Engineering  
Thornton Williams, Williams Law Group, P.A., Vice Chair  
Ed Coven, FDOT  
Katherine Frazier, Florida Transportation Commission (called in)  
Senator James Hargrett, Jr.  
Sonny Holtzman (called in)  
Ram Kancharla, Port Tampa Bay  
Bob O'Malley, CSX Transportation (called in)  
Chris Stahl, FDOT (called in)  
Chris Wiglesworth, Florida DEO

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

Dennis Hinebaugh  
Jan Davis  
Rob Gregg  
Chan-Young Lee  
Pei-Sung Lin  
Steve Polzin  
Stephen Reich  
Lisa Staes  
Joel Volinski (called in)  
Kristine Williams  
Phil Winters

Before the CUTR Advisory Board meeting, a committee of the whole (Local and State Relations Committee) met starting at 1:30 p.m. in regards to one of the committees that was formed during the CUTR retreat in February: "Form a committee to maintain relations with critical stakeholders and to enhance relations with select entities within the State of Florida." (Ysela Llord, Chair)

The members discussed identification of critical stakeholders that would possibly be able to assist in funding CUTR. In addition to the list on the agenda of potential clients, the Florida Transportation Builders, the Asphalt Plant Builders, and the Tampa Bay Partnership were mentioned as potential stakeholders. Dennis stressed that the highest priority and biggest partner for growth would be the FDOT. It was agreed that a different approach would be needed to focus on a particular audience.

Branding of CUTR's name was deliberated. A certain look is needed to transcend transportation research. A question was brought up if there were human resources and financial resources available.

CUTR will put each of the stakeholders in one of the categories: funding, helping, or maintaining relationships. Once that is done, it will be sent out to the Board members to see if a relationship already exists or if they would like to foster one with them. The next step would be how to propose to do so possibly through presentations, face to face meetings, and/or a letter.

Chris Wiglesworth from DEO has been working with USF attorneys to work out funding for a strategic plan with technical assistance. Appreciation goes out to Ana Richmond at DEO, who made it happen. More will be discussed during the Advisory Board meeting.

### ***CUTR Advisory Board Meeting***

Kim DeBosier called the meeting to order at 2:00 p.m.

#### *Approval of Meeting Minutes:*

Following a motion by Kim DeBosier to approve the February 6, 2015 meeting minutes, Ram Kancharla made a motion to approve the minutes and it was seconded by Chris Wiglesworth; they were unanimously approved.

#### *Update on CUTR Activities (critical issues/awards):*

Discussion ensued in regards to Lisa Staes' group, who had previously worked on brand marketing for CUTR as part of the strategic plan when Jason Bittner was here. It was brought up that an annual report could be produced in an electronic format to save money. A team specific packet was also created for marketing purposes. A suggestion was made to attend conferences to not only make presentations but also to raise awareness of CUTR.

#### *Update on CUTR Director Search:*

No new update at this time.

Motorcycle Injury Prevention Institute (MIPI):

Dr. Chan-Young Lee was introduced as a new Program Director for the Motorcycle Injury Prevention Institute (MIPI). This program came out of Dr. Pei-Sung Lin's ITS program. Dr. Lee gave background information on the program.

Update on CUTR Strategic Plan Development:

Steve Reich reported an overview of the process for the strategic plan. It started with the Board strategic session, which led up to the Retreat in February. Out of that retreat there were four committees set up: the Director Search, Local and State Relations Committee, Federal Relations Committee, and the Governance Committee. They will make recommendations to the full Board. CUTR also worked on eight strategic areas of emphasis; the groups are updating them and will present to CUTR Management. The next step would be to recommend them to the full Board and then for the Board to adopt the plan. It could take up to a year to come to a conclusion.

Chris Wigglesworth developed a relationship with USF as he worked on the strategic plan. He would like to have any modifications by June 17<sup>th</sup> and will shoot for October to have a draft of the strategic plan for the Board. He has accepted a position with FDOT, but DEO will move forward with the strategic plan. The Board signaled appreciation for all that Chris has done as an Advisory Board member.

Governance Committee:

Thornton Williams reported on the Governance committee with recommendations. See CUTR Advisory Board Strategic Plan Action Items – Board Mailout August 2015 for details of discussion and resolution.

Federal Relationships Committee:

Sonny Holtzman reported on the Federal Relationships Committee. See CUTR Advisory Board Strategic Plan Action Items – Board Mailout August 2015 for details of discussion and resolution.

Nomination and Selection of CUTR Transportation Achievement Award Honoree:

Chair DeBosier stated that many candidates were considered for the CUTR Transportation Achievement Award. The committee presented a recommendation of Bill Johnson, Florida Secretary of Commerce President & CEO, Enterprise Florida, Inc. Kim DeBosier made a motion to accept the recommendation of

Bill Johnson as the awardee for this year's CUTR Transportation Achievement and Ram Kancharla seconded it. The Advisory Board unanimously approved the selection. Kim DeBosier will contact him.

Transportation Achievement Awards Event Dates and Venue:

Chair DeBosier asked for suggestions for the venue. If anyone has a recommendation, please forward to Kim DeBosier, Grace Hunt, or Dennis Hinebaugh. The event is typically held the middle to late October or into the first week of November. Ram Kancharla proposed having it coincide with the Florida Transportation Commission meeting, which will be held September 22th with the workshop on the 21<sup>st</sup>. A venue has not been determined for that meeting. Other conferences in that time frame are APTA (October 4 – 7), FPTA (October 24 – 28), and TeamFL (October 29-30).

Next Meeting:

The summer Advisory Board meeting will be a teleconference. A doodle survey will be sent to get input for the best day in July/August, which is contingent on the date of the Transportation Achievement Award event in the fall.

New Business:

None.

Adjournment: The meeting was adjourned at 3:25 pm.