



**University of South Florida  
Center for Urban Transportation Research (CUTR)  
Virtual Advisory Board Meeting**

Minutes  
Monday, November 9, 2020 1:00PM–3:00 PM  
Via Microsoft Teams

Call to Order: Meeting called to order by Chair Llort at 1:02 PM

Roll Call

*Advisory Board members and Designees (P = Present, T = Telephone, A = Absent)*

	<b>Name</b>	<b>Title</b>	<b>Organization</b>	<b>Designee(s)</b>	
P	Ysela Llort, Chair	Principal	Renaissance Planning Group, Inc.		EM 2007 6/8/11
P	Jon Martz, Vice Chair	Director Government and Public Affairs	Enterprise Holdings Company		JB 2014 2/2/18
A	Kimberlee DeBosier	Director, Operations	WGI, Inc.		EM 2003/07 1/17/11
P	Jean Duncan	Administrator of Infrastructure and Mobility	City of Tampa		RB 2019 1/1/21
A	Dane Eagle	Executive Director	FDEO	Scott Rogers (P)	Statute
P	Sonny Holtzman	Principal	The Holtzman Group		SR 2012 6/12/16
P	Ram Kancharla	Vice President Planning and Development	Port Tampa Bay		JB 2013 11/6/15

P	Teresa Sarnoff	Member	FTC		Statute
A	Kevin J. Thibault	Secretary	FDOT	Assistant Secretary - Brad Thoburn (P) Liz Stutts (P)	Statute
A	Noah Valenstein	Secretary	FDEP		Statute
P	Joseph Waggoner	Executive Director	THEA		DH 2015 11/2/19
P	Thornton J. Williams	Managing Partner	Williams Law Group, P.A.		EM 2009 5/29/13
A	Lisa Bacot, Ex Officio	Executive Director	FPTA		RB 2019
P	Ralph Yoder, Ex Officio	Executive Director	FTC		RB 2019

**Guests:**

Dean Robert H. Bishop, Ph.D., USF College of Engineering

Fred Mannering, Ph.D., Interim CUTR Executive Director

Lisa Staes, CUTR Associate Director

**CUTR Program Directors:** Chanyoung Lee, Pei-Sung Lin, Victoria Perk, Phil Winters.

**Other guests:** Arunima Bagui, Martin Catala, Cong Chen, Taylor Dinehart, Jana Huss, Jason Jackman, Ann Joslin, Jeffrey Kramer, Pam Lapaugh, Kristin Larsson, Stephanie Lewis, Tim Murphy, Reena Raturi, Lisa Ravenscroft, Madeline Richard, Gennaro Saliceto, Aaron Smith, Christina Van Allen, Roberta Yegidis

- Welcome and Introductions
  - Ysela Llort welcomed everyone to the meeting and asked for the members to virtually raise their hands for recognition to speak. She introduced agenda items. Brad Thoburn, Assistant Secretary for Strategic Development, FDOT, took a few moments to introduce himself to the group.
- Special Presentation and Recognition to Thornton Williams
  - Thornton Williams was presented a Certificate of Appreciation, signed by Dean Robert H. Bishop, Ph.D., "in recognition and great appreciation for your dedication and service as Center for Urban Transportation Research (CUTR) Advisory Board Chair from April 2016 through May 2019. Ysela thanked him for his continuing support and guidance to the Center and the College of Engineering. Sonny Holtzman also expressed his congratulations and leadership thanks to Thornton.
- FDOT Update, Brad Thoburn (for Secretary Thibault)
  - Brad Thoburn followed up on the work program, as well as some significant revenue impacts that have occurred over the past few months. There has been some reduction in programming to offset revenue losses. The Department has been working to reduce allocations, focusing on not impacting existing contractual obligations. They are working to address, at a state and national level, how transportation will be funded in the future; they are optimistic for a rebound in economic activity. The top priorities of the Department include improving safety, enhancing mobility, inspiring innovation, and attracting and retaining talent within the Department. Teresa Sarnoff mentioned that retaining talent is key with CUTR. Ysela mentioned that there was a conversation with the Secretary a few meetings ago. Rob was asked to see what part of training and other activities that CUTR excels at that could be enhanced to assist with the DOT in fostering talent. Rob felt there was a need to enrich that work force. We should follow up on that to see if we can offer our services, what particular areas can we help the Secretary with? Pei Sung asked about budget cuts and the timeline. Brad responded that it has to be balanced by the end of December, but there is no exact date, we should get there sooner than later. Brad also mentioned that there has been tremendous progress made with help from the Governor's office and recognized that the pauses have an impact.
- Advisory Board Member Updates, Lisa Staes, Associate Director
  - Lisa Staes presented updates to include discussion on various meetings held at CUTR and scoping of projects. Meetings included the CUTR All Hands, Program Director, administrative

team, standing monthly sponsored research meetings to discuss contract issues with NICR sub awards, USF General Counsel, College of Engineering budget meetings, Advisory Board, Standing meeting with FDOT, and the FTA project standards development program. Jon asked about the status of the TRB Annual meeting. The Conference is ongoing, but will be held virtually this year. Lisa will send out the information related to that.

- The 2020 Transportation Achievement Awards live virtual event will be held Thursday, November 12, 2020. Student awards include two student scholarships for the Georgia Brosch award, and three under the CUTR Transportation Scholarship Award. Christina provided an update on the event to include social media plans and the amount raised from sponsorships. The link for the platform will be sent out to the Advisory Board. Thanks to Tim's group in the College of Engineering for getting the word out. Maddy Richard with the College of Engineering announced that there is a meet and greet with the students at 4PM on Thursday; a virtual meet and greet. The new poster competition will be announced on Thursday as well.
- USF Budget Update, Dean Bishop
  - Dean Bishop discussed the "strategic renewal" process. There are three primary drivers: 1) Unforeseeable expenses and reduced revenues associated with the Corona Virus. 2) Instruction from the Board of Governor for cuts and reductions. 3) The need to identify permanent funding sources for investments that were made in the previous years.

There are four principles to follow: 1) Must maintain liquidity 2) Must balance budget no later than June 30 of 2022 3) Must utilize the full range of resources available (everything is on the table) 4) Prioritize financial allocations to align with USF's strategic vision

The longer term budget impacts of Covid-19 are yet to be determined. These are not across the board cuts, but targeted cuts. There is a website established to reference: <https://www.usf.edu/president/strategic-realignment/>. There will be a \$975,000 budget cut by June 30, 2022, and the same for the following year. We won't know the final plan until early next year. The F&A task force has been assembled by President Currall to review indirect costs. More announcements to come about the plan moving forward.

Regarding the CUTR Director search, there is a pause in all employee hiring, we don't know when this will be lifted. As soon as it is, the search process will begin.

- CUTR Budget, Lisa Staes, Associate Director
  - Lisa reviewed CUTR revenue and expenditures. "Educational and General" or "E&G" funding is the category that could potentially be reduced.
- Business Development Update, Tim Murphy, Senior Director of Development, USF, COE
  - This advisory board is one of eleven that we have throughout the College of Engineering. Each is unique. Our job is to work closely to help CUTR be successful and accomplish their goals. Maddy discussed engagement, advocacy and philanthropy and the drive for private support. More opportunities for companies to invest in the college. USF runs all of philanthropy through the foundation. The USF foundation is the fund management arm of the University. There are University wide goals that are set for new funds each year. The

goal for this year is 5 million in private support. Teresa Sarnoff asked how are you measuring and how many people are working in that department? Tim mentioned that it is not just alumni, some of the biggest gifts we've received in the past have not been from alumni. Ysela suggested that Tim and Maddy should give a 10 minute tutorial on how we can all be more effective in fundraising in a future meeting.

- Project Presentation: Railway Trespassing/Suicides and Technology Scan, Dr. Pei-Sung Lin, P.E., PTOE, FITE, Dr. Achilleas Kourtellis, Lisa Staes
  - Dr. Pei-Sung Lin provided a brief presentation on Mitigation for Trespasser and Suicide Fatalities and Injuries.
- Project Presentation: Florida's Comprehensive Motorcycle Safety Program
  - Dr. Chanyoung Lee provided a brief presentation on the Florida Comprehensive Motorcycle Safety Grant.
- Advisory Board Member Updates
  - Kim Debosier: On the private side, we are very concerned regarding federal, state and local funding going into next year.
  - Teresa Sarnoff: Thank you for the information, excellent presentations. The budget information was an eye opener.
  - Jon Martz: The COVID situation in public transportation has been devastating; we've lost about a third of our groups trying to maintain continuity service for our sponsors. Regarding growth, we feel we will be back in about 15 months to where we were before. We've been struggling, but doing fairly well.
  - Joe Waggoner: Looking forward to more information regarding the budget
  - Thornton Williams: Agenda was well done, thank you to Lisa. Great presentation.
- Another congratulations and thanks to Thornton.
- Reminder of Thursday 4PM Scholarship Awards function. Next meeting to be held in February. Lisa will send out information regarding future standing meetings for 2021.
- Adjourn