

Council of University Transportation Centers
Business Meeting Agenda
The Heldrich Hotel and Conference Center, New Brunswick, NJ
Wednesday, June 3, 2015
1:00 p.m. - 3:00 p.m.

1. Call to Order: President Nambisan called the meeting to order at 1:17 p.m. Nambisan expressed his gratitude to Rutgers for hosting the 2015 conference and recognized members who have been attending CUTC conferences in year increments: 1-5 years, more than 10, 15 and 20 years.
2. Minutes Approval: Minutes from the January 11, 2015 meeting was previously distributed by ARTBA staff and placed on the CUTC website for review. CUTC Secretary Hough asked if there were any comments or proposed revisions to the minutes as drafted. Hough asked for a motion to approve the minutes. A motion was offered and approved in a unanimous voice vote.
3. Treasurer's Report: Treasurer's report was given by ARTBA staff-Kashae Williams in the treasurer's absence. CUTC was in a good shape for the 2014-2015 year. Membership dues collected total \$47,367 and there are approximately 10 schools with an outstanding balance. CUTC will send a letter to the schools requesting that they settle the outstanding balance immediately. Dues invoices for the 2015-16 year will go out by the end of July and schools are encouraged to pay their annual dues via the CUTC website. Members asked that there be an option to pay dues for multiple years. The overall CUTC bank balance is \$67,000 but that includes approximately \$40,000 from the Workforce Development Summit held in 2012.
4. Standing Committee and Task Force Reports
 - a. Membership: Two new membership applications were vetted and approved by the Executive Committee prior to the 2015 CUTC Summer Business Meeting. The EC recommends that CUTC members approve the application of these two new schools. ALL IN FAVOR
 - Center for Transportation Infrastructure Systems at The University of Texas at El Paso
 - Center for Accessibility and Safe Transportation for an Aging Population at Florida State University
 - b. Bylaws: Executive Committee member Pallme stated that the bylaws were approved at the 2015 Winter Business Meeting and were posted on the CUTC website. The automatic transition of officers was removed.
 - c. Communications: Secretary Hough addressed the progress of the CUTC website and did a brief demo to highlight the work of the committee over the past year. She asked schools that had information missing from the website or schools interested to highlight their programs, pictures or research initiatives to send information to ARTBA staff for posting on the website.
 - d. Nominating Committee & Executive Committee Ballot: Immediate Past President Pietrucha presented the slate of CUTC Officers and Executive Committee Members for 2015-2016. After tallying the ballots, the slate of CUTC Officers were approved along with two new Executive Committee Members with 3 year terms
 - i. Jennifer Dill, Transportation Research and Education Center, Portland State University
 - ii. Laurie McGinnis, Director, Center for Transportation Studies, University of Minnesota
 - e. CUTC Awards: Nambisan/ McNeil: President Nambisan introduced Sue McNeil and Peter Haas as the new Chair and Vice-Chair of the Student Awards Committee respectively. President Nambisan noted that Neville Parker will be appointed Chair-Emeritus of the Committee and stated that this appointment was an expression of CUTC's respect and gratitude for his decades of dedicated

service to the organization. Sue McNeil asked members to consider volunteering their time to review the student award nominations and to start considering students who might be eligible for recognition. The call for nomination for reviewers and student nominations will go out in July but the eligibility criteria is currently available on the CUTC website.

5. Strategic Partners and Alliances

- a. AASHTO RAC, SCOR: Immediate Past President Pietrucha encouraged CUTC members to attend the upcoming 2015 National RAC and TRB State Reps Meeting July 27-29, 2015 in Portland Oregon.
- b. APTA: Cooperative Agreement: Secretary Hough and Vice President Volinski reported that there isn't a signed MOU between CUTC and APTA but they are working to get one done by Fall 2015. They informed the group that students from UTCs can attend APTA meetings at no cost. Those interested in taking advantage of this benefit must contact APTA staff directly as it is not advertised on the website or on registration materials.
- c. ARTBA Research & Education Division: ARTBA staff- Una Connolly reported that ARTBA RED held a Legislative 101 webinar on April 8, 2015 and sent the presentation materials to CUTC members. ARTBA-RED is currently hosting a video competition to raise awareness about the conditions of our nation's roads, bridges, transit and rail systems, airports, ports and waterways. The competition is open to students in 2 categories: elementary through high school, or college/graduate school. Winning entrants will each receive a \$500 cash prize and have their videos screened during ARTBA's national convention, Sept. 27-29, in Philadelphia. Information was distributed via email but it's also available on ARTBA's website. Deadline for submissions is Aug 31. Consider submitting a nomination for the ARTBA Hall of Fame due June 26. The program honors individuals whose inventions, ideas and leadership have contributed significantly to the growth and strength of the U.S. transportation network. There is no charge to submit a nomination. ARTBA is honoring the extraordinary efforts of women who demonstrate leadership and dedication to innovation in the transportation construction industry, as well as the companies and public agencies that promote women leaders, with its Women Leaders in Transportation Design & Construction Award. Nominations are due Aug 21. One of the award categories is dedicated to recognizing two women students enrolled in undergraduate or graduate studies at a U.S. college or university who have achieved an outstanding academic record and demonstrated extraordinary leadership skills within and outside the academic environment.
- d. ENO: Tom O'Brien shared that he was still working on formalizing a strategic partnership with ENO

6. Old Business

- a. Workforce Development Initiatives: Executive Committee member Collura expressed that the committee is always looking for volunteers to work on projects and asked members in attendance to share their workforce development opportunities/programs.
- b. Alternatives to cover operational costs: President Nambisan and Vice President Volinski expressed concern that CUTC operational costs are funded by a few schools that make the commitment to sponsor events. Both expressed that in the coming months the Executive Committee will have discussions about the possibility of raising member dues since the organization's operating costs is approximately \$125, 000 while dues only cover \$50,000 of the overall budget. The other option is to look into ways to lower the costs associated with the banquet. ARTBA staff is looking into different locations for the annual banquet.

7. New Business

- a. 2016 Summer Meeting Location: Tom O'Brien and Gen Guiliano announced that the 2016 Summer Meeting will be hosted by USC University of Southern California and California State University, Long Beach. Save the date for June 6-9 and get excited to get a new perspective on the City of Angels which is home to North America's largest container port complex, second largest public U.S. transportation agency and the nation's cleanest drayage trucking fleet. For more information visit www.Metrans.org/cutc2016.
- b. Discussion of methods to recruit UTCs that are members of consortia but are not members of CUTC: Vice President Volinski led discussion on potential recruitment strategies. He mentioned that while there are 125 unique UTC grantees, there are only 90 schools that are CUTC members. Discussion ideas included
 - i. Having a tier dues structure
 - ii. Since all schools would not have the same level of participation as a lead school, leads should have the option to pay lower dues for smaller schools within their consortium.
- c. Sponsors for the 2016 Winter Awards Banquet: Executive Committee member Bhat asked CUTC members to utilize their contacts at private companies to garner sponsorship for future events. He also announced that a private company has agreed to sponsor the New Faculty Award for the next two years. Following Bhat's report, CUTC members expressed their growing concern that it's becoming more difficult to justify the registration fees for the Winter CUTC Annual Awards Banquet to university administrators. Members expressed that for future events, promotional materials make reference to **CUTC Annual Meeting and Awards Banquet** and not just CUTC Annual Awards Banquet. OST-R representative stated that CUTC should not seek sponsorship opportunities from OST-R. Instead CUTC should directly indicate the registration costs associated for the event and OST-R will pay its fair share.
- d. American Trucking Association: Ross J. Froat, TMC Manager of Council - Engineering & Information Technology expressed his organization's interest in establishing a strategic alliance/partnership with CUTC. TMC is currently looking to publish an academic journal and this would be a good medium for CUTC schools to promote their subject matter expertise.

8. Future Meetings

- a. ARTBA RED Meeting, September 27-29, Philadelphia, PA,
- b. Winter Meeting and Awards Banquet: January 9, 2016, Washington, DC

9. Adjournment: There being no other business, President Nambisan asked for a motion to adjourn the meeting at 3 p.m.