

**Council of University Transportation Centers (CUTC)
Winter Membership Meeting Agenda
January 23, 2011
10:00 A.M.-12:00 P.M.
Keck Center, Washington, D.C.**

1. Call to Order: Albert

CUTC President Steve Albert called the meeting to order at 10:07a.m., with the following individuals in attendance:

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|---------------------|-------------------|----------------------|
| Ines Aviles-Spadoni | Elizabeth Hoy | Srinivas Peeta |
| Moges Ayele | Debbie Jackson | Joe Petrolino |
| Scott Belcher | Bret Johnson | Danielle Petretta |
| Brien Bessu | Camille Kamga | Ian Pfeiffer |
| Alison Black | Asad Khattak | Karen Philbrick |
| Doc Burke | David Kosnik | Larry Rilett |
| Stephen Campbell | Jerome Lewis | Deborah Rosen |
| Robert Cerves | Roger Lindgren | Scott Rutherford |
| Joseph Coughlin | Marty Lipinski | Carol Short |
| Jennifer Dill | Diana Long | Connie Smith-Holbert |
| Rod Diridon | Christine Lonsway | Dawn Spanhake |
| Denise E. Dunna | Jaime Mahoney | Laura Spitz |
| Steve Duffy | Jon Makler | Nigamanth Sridhar |
| Penny Eickemeyer | Pat Martinico | Janet Stoltzfus |
| Sherry Elmes | Donna Maurillo | Dawn Tucker Thomas |
| Joann Esenweim | Laurie McGinnis | Melissa Tooley |
| Rick Evans | Andrea McIntyre | Denver Tolliver |
| Russ Fine | Lydia Mercado | Joel Volinski |
| Jeff Foster | Michael Meyer | Rebecca Weaver-Gill |
| Karen Glitman | Ray Mundy | John Wu |
| Hau Hagedorn | Rema Nilakanta | Robert Wunderlich |
| Ali Haghani | Shashi Nambisan | Judith Yahoodik |
| Lisa Aultman Hall | Tom O'Brien | Ping Yi |
| Shaune Hallmark | Neville Parker | Musharraf Zaman |
| Leo Hanifan | Mike Paszkiewicz | |
| Deborah Harper | R. Pearwild | |

2. Minutes Approval: Adams

Minutes from the June 2010 general membership meeting were approved with no changes.

3. Treasurer's Report: Pietrucha

Dues collection is well under way, and it is anticipated that there is about \$10,000 outstanding, as well as \$10,000 outstanding from banquet sponsorships.

Currently the budget is about \$54,000 in the negative. Albert brought up that the general membership needed to be more involved in the overall financial picture of CUTC, especially in developing other options for developing a more sustainable financial picture for the organization. Albert called for volunteers to join Pietrucha on a task force to develop alternatives in time for the 2011 summer meeting in Portland, Ore.

4. Standing Committee Reports:

a. Federally Sponsored Centers: Giuliano

No report at this time; however, Lydia Mercado gave a brief report on behalf of RITA.

b. Membership: Adams

At this time, there are no new membership applications. Albert brought up the discussion of international CUTC memberships; and whether it would be possible to secure federal funding to further these ventures.

c. Nominating Committee Report & Elections: Albert

Doc Burke will be leaving the ExComm in June and there is currently a search for a new member from the general membership base to replace him. The ExComm is open for nominations.

5. CUTC Position of Reauthorization

CUTC developed a position paper in 2009, and has not changed.

6. Agency/Organization Reports

No report at this time.

7. Ad Hoc Committees

a. Awards: Parker

Materials regarding the matrix of the distribution of the 2011 awards were available at the meeting. The materials also provided a breakdown of the awards committee. A nominee that was left off of the previous year's award process was included in the current year's awards. Additionally, there was discussion about whether or not there should be more CUTC award categories. A motion was made to reexamine the awards structure and see if there is room for improvements or expansion.

Further, Albert brought up the nomination and planning process for the Lifetime Achievement Award. There needs to be more advanced planning. Albert directed the general membership to feel free to make nominations.

b. Annual Banquet: Giuliano

The banquet was a general success, particularly the larger venue.

c. Newsletter: Giuliano, Adams

This year's newsletter will have a "work force" theme, and will be in an electronic format. There will also be mentions of outreach efforts, applications for new members, and nominations for awards.

d. Work Force Summit: Plymale, Collura, Adams

John Collura gave the report, summarizing the local work force summits that have taken place since 2008. Issues under discussion included the development and format of a National Work Force Summit. The general membership is encouraged to volunteer for the related task force. Ideally, many details will be worked out in time for the general membership meeting this summer.

e. International CUTC: Pietrucha

There will be an article regarding International CUTC in the upcoming issue of the newsletter, soliciting contacts and nominations.

8. Strategic Partners' Liaisons

a. ARTBA Research & Education Division:

The CUTC primary members have been enrolled in ARTBA's Research & Education Division for over a year. Pete Ruane will be speaking at the division meeting.

b. AASHTO RAC, SCOR:

There is continued discussion of a national research agenda between the agencies. There are also a number of task forces in which members could become involved.

c. APTA:

Bill Millar will be retiring.

d. ITS JPO:

No report at this time.

e. ITE:

Robert Wunderlich provided a report on several items, including the ITE "Learned Journal of Transportation" (first edition available in March 2011; and will be provided to all CUTC universities).

f. FTA:

Jarrett Stoltzfus provided the report, which discussed discretionary research opportunities that would be in support of the UTC program. Also, the livability performance measures project had a large portion of support from the UTCs. There is currently an opportunity for private entities, but requires a strategic partnership with an outside entity. There were also relevant sessions going on at TRB.

g. ITS America:

Scott Belcher provided the report, highlighting the ITS World Congress, October 2011, in Orlando, Fla. The congress showcases research and technology. The call for papers has been extended.

h. Gen Giuliano suggested adding TRB as a strategic partner, and thereby, formalizing that relationship.

9. CUTC New Initiatives

a. Document Collaboration:

Steve Albert is requesting that the strategic and research partnerships that exist amongst all UTCs be quantified in some fashion. Albert is developing a survey or some sort of analysis tool to accomplish this, and is requesting volunteers from the general membership.

b. Management Structure:

Steve Albert is also suggesting that CUTC may be currently in a position to hire—either full-time or part-time—an executive director or “president” position. Should there be a “past president” council to discuss the possibility or feasibility of such a position? Should CUTC explore the experiences of other organizations that have employed similar models? Gen says perhaps a redistribution of tasks with committees and the president becomes more of an orchestra leader to the committees. More discussion without adding to cost. Look at ASAE structure to serve as a model.

10. Future Meetings

- a. 2011 Annual Summer Conference, June 13-15, Portland, Ore.
- b. CUTC Fall Executive Meeting, October 2-5, Monterey, Calif.
- c. 2012 Annual Summer Conference, TBD, Houghton, Mich.

11. New Business

- a. Update on Transportation Workforce Development Initiative

12. Adjournment

CUTC President Steve Albert adjourned the meeting at 11:59am.