

Council of University Transportation Centers (CUTC)
Membership Meeting Agenda
January 13, 2012
1:30-4:30 PM
Marriott Hotel- Delaware B

1. Call to Order: Adams 1:37 call to order
2. President's report on action items since summer membership meeting:
 - a. New administrative award & 3 new task force committees have been initiated.
 - b. Implementation of new criteria for selection of summer membership meetings included the following considerations for selection:
 - i. Internal/ external access
 - ii. Involvement in CUTC
 - c. Spearheaded by Martin, comments were submitted on behalf of CUTC to more recent UTC competition criteria
 - d. Special thanks to Martin and his team for great banquet on Saturday night.
3. Minutes Approval & Secretary's Report: Nambisan
 - a. Two sets of minutes are included in this afternoon's meeting packet. The first needs approval and is from the membership business meeting in Houghton and the second are for reference from the strategic planning session that took place in Michigan.
 - i. Richard approves; Randy Machemehl seconds- membership in favor; minutes from the business meeting have been approved
4. Treasurer's Report: Volinski
 - a. Doing much better with this year budget; due to high level of sponsorships for this year's banquet.
 - b. If all dues are paid, should have a profit of over \$22k for this year. Call to attention the list of outstanding dues in the meeting packet.
 - c. 26 centers from last year still have outstanding dues and current dues year has about 45 centers that are outstanding;
 - d. Since there are a number of centers with multiple years of outstanding dues, ask for the membership to review the list of outstanding centers and let either Holly or Joel know if there has been a change of primary contact for any of the centers.
 - e. Motion to approve treasurers report; Joe Crabtree; second Dan Pallme- membership is in favor; report has been approved
5. Standing Committee and Taskforce Reports
 - a. Membership: Nambisan- no new applications
 - b. Workforce Development Taskforce: Collura
 - i. Two meetings coming up; Tuesday & Thursday during TRB
 - ii. Thursday will have a follow up session with next steps for the committee
 - iii. Copies of the NTWS "Summary of Results" were at the back of the room for the membership
 - iv. Teresa: would like to host another national summit in the next 1-2 years
 - c. Federally Sponsored Centers: Pietrucha
 - i. CUTC submitted comments regarding UTC competition requirements on behalf of the membership to RITA
 - ii. There were a few small changes on the NOFA that are hopefully a result of the CUTC's comments
 - iii. Dec. 20 grant solicitation was posted
 - iv. Kevin Womack noted in the UTC morning meeting today that there is a FAQ section on their website
 - v. There are new constraints on the regulations with qualifications for UTC competition
 - vi. Proposal deadline is listed in the solicitation
 - d. Communications Taskforce : DiGangi on behalf of Hough
 - i. Update on the results of the membership communications survey that went out
 - ii. Will implement Twitter/ Facebook page in the next week
 - iii. Working to update the current website to facilitate relationships among the membership- highlight: member profiles.

- iv. Call to membership: if anyone is interested in getting involved in the taskforce; let us know
 - v. Teresa: Typically charge the secretary to put together newsletter; starting to move away from this format and will rely on alternative platforms for research dissemination.
 - vi. Kevin: challenged Martin during the summer membership meeting with social media- goal is to find alternative way of highlighting CUTC member work
 - e. Strategic planning taskforce:
 - i. Notes from the planning sessions during the summer meeting are included in your meeting packets.
 - ii. Larry & Bobb are leading the taskforce. They will put together an outline and the EC will deliberate and put together the strategic framework for the organization during a conference call in Feb/ April
 - iii. Hopefully will have something ready by the summer membership meeting
 - iv. Call to membership: if you are interested in participating; please let us know
6. Strategic Partners and Alliances
- a. ARTBA Research & Education Division: Adams
 - i. Meeting tomorrow morning; Kevin Womack will participate in meeting and might be a good time to put him on the spot if you have specific questions regarding the upcoming competition.
 - ii. Opened ARTBA membership to all of CUTC; have had about 150 individuals added to the membership
 - iii. *** Action: Next year will include ARTBA-RED agenda in meeting handouts
 - b. AASHTO RAC, SCOR: Pietrucha
 - i. Have had a positive response from the membership to get involved
 - ii. Will have a meeting after this one with Maggie Griscavage at the University of Alaska discussing relationships between universities and State DOTs
 - iii. Will have update on the relationship between AASHTO RAC and the universities
 - iv. Series of case studies on the relationships between DOTs in state and outside of state of universities
 - v. Ongoing research on how problems develop with RFPs
 - c. ITS America: Giuliano/ Adams
 - i. Nothing new to report
 - d. Federal Transit Administration: Volinski on behalf of Hough
 - i. Joel: FTA \$7mil in 2011; with specific focus of 7 research projects; 2012 transit focused UTCs are getting same amount of \$\$\$
 - ii. Hope to get in the next couple weeks
 - e. ITE: Elefteriadou
 - i. Would like to get the membership's feedback on the relationships that they would like to get involved
 - ii. Fair number of membership involved in student chapters; role for UTCs in the webinars and online training
 - iii. Meeting on Tuesday 8-9:30
 - f. International Road Federation (IRF): Pietrucha
 - i. CUTC has been approached by IRF for shared membership
 - ii. Current dues are \$800; wanting to add group enrollment at negotiated fee
 - iii. Poll for involvement: Not that many current CUTC members are members of IRF
 - g. APTA: Volinski
 - i. Active in banquet last night and NTWS
 - ii. Mike Melaniphy sits on board of Mineta
7. Ad Hoc Committees
- a. Awards Reports: Adams
 - i. On behalf of Neville giving annual report
 - ii. Nominations have been steady; felt the quality was high but his comments were that they were lower this year
 - iii. Decent cast awards for students- need more nominations- each member should commit to making a nomination for an award
 - iv. Peter Haas & Sue McNeil have been active as co-chairs

- v. Thank all of those that served as review
 - vi. Error on report: data on the tables is from the previous year (Pikarsky)
 - vii. In the past in the EC meetings have discussed reducing the value of the awards but decided that it is good support of students
 - viii. Farkas- call for participation for new members to participate as a reviewers
- b. Annual Banquet: Pietrucha
- i. VP in charge of finances
 - ii. Registrations were slightly lower; sponsorships were record high
 - iii. Getting sponsors from top 500 ER firms – 80 firms with 10 phone calls per EC - not that much of a response
 - iv. Did more work internally as a result of bad response of calls
 - v. Getting members to support might not be more stable financial business model
 - vi. Shashi- revenue from the banquet supports yearly functions
 - vii. Steve Albert- banquet head table is much larger than usual
 - viii. CUTC Award winners- Is there a way to convey what they've moved onto; current affiliation (humanizing them in a way)- could be read as they approach the stage
 - ix. Comment: Clunky with timing between when the students of the year accept awards
 - x. We want the students in the room at the time when the administrator makes remarks
 - xi. Could also tell what they are moving onto (UTC SOY)
8. 2013 Summer Meeting: Adams
- a. Update lodging arrangements/ featured events: Lipinski/ Ellis
- i. If you want to stay at Holiday Inn, make reservations as soon as possible
 - ii. Passing out: save the day card along with “things to do” pamphlet
 - iii. Will also have spouse activities planned
 - iv. Will be going to Graceland with full access tour
 - v. Optional FedEx tour; late night- limited registration (prop. Offered 2 different nights)
 - vi. University will host the freight symposium next month
- b. Membership feedback on meeting topics/ speakers
- i. Joel- issue with their state DOT asking for impact of their research; when it's a project for an entire industry; difficult to tell direct impacts and techniques used to gauge this
 - ii. Jennifer Dill- would appreciate more session on how to run a center and how to manage a center successfully; operations and best practices
 - iii. Martin- good topic would be how to secure capital for centers to purchase facility equipment
 - iv. How to run a good peer review process
 - v. Randy- assessing the value of our research- need estimate of the value of the research project – if we have real observations that one center could provide; would be great database or methodology of effects of research
 - vi. How have large centers worked with state DOTs on gaining research projects
 - vii. Peter- would be good to have some examples of when projects go wrong- all seem to be success stories; would be good to have examples of some of the current practices that aren't working
 - viii. Billy- new centers are cropping up and new directors are coming through the lines; would be good to have a 101 course for ½ day to help with administration, grants & timing issues
 - ix. Vallerie- there are QR Codes that will update when & where data was accessed and form what medium
9. New Business
- a. Awards Eligibility: Adams
- i. Call to attention last page of packet
 - ii. Issue that came in regards to the student awards; is a result of what has happened to the CUTC membership- requirement is that the UTC lead institution becomes a member of CUTC.
 - iii. Issue arose if members that are parts of a UCT Consortium- could the CUTC non-member consortium members make a submission
 - iv. Want to reward quality but realize that the awards program is supported by member dues

- v. Membership vote to approve option “b” where ONLY CUTC members can make a nomination for CUTC awards but anyone can win- membership voted in support- motion approved.
- b. 2014 Summer Meeting Announcement (University of Nebraska- Lincoln)

10. Future Meetings

- a. ARTBA-RED Divisional Meeting: 1/14/13 6:45 A.M. - 8:00 A.M. Marriott Hotel; Stones Throw Private Dining Room
- b. Executive Committee Spring Meeting: TBA- conference call
- c. Annual Summer Membership Meeting: 6/11/13-6/12/13, Memphis, TN
 - i. Additional administration day: helpful with discussing center protocols
 - ii. Need to discuss with RITA on what types of sessions they are interested in
 - iii. Ines- Admin sessions were extremely helpful with those that are center coordinators; would be nice to have them again
 - iv. Motion on the floor to consolidate to two days; 2 days would be helpful to leave the option open until additional information is gained from RITA on their meeting requirements- preference is
 - v. Melissa – several years ago worked with RITA on the content section of the meeting; should work with RITA and develop the program in cooperation
 - vi. EC will follow up with membership as soon as possible on timing so that travel plans can be made

11. Adjournment: Adams 3:14