

CUTC Membership- Business Meeting
The Zone
University of Memphis
Wednesday, June 12, 2013
8:00 am- 10:00 am

1. Call to order Call to order: Adams 8:19
2. Would like to mark passing of Senator Lautenberg – he was the initial advocate of transportation program
3. Minutes approval: Nambisan
Meeting minutes were included for advanced reading materials; will also find them in today's meeting packet: ALL IN APPROVAL
4. Treasurer's Report: Volinski
 - Note budget: revenue has been above what was budgeted and expenses were lower. Much of this is due to the efforts of Rod, Martin, Shashi, and John with the banquet sponsors.
 - Second page- Listing of outstanding dues for this year and last (orange denotes 2011-2012). If you see your center listed; please address the issue asap.
 - If we collect all dues; will be at surplus of about \$20k
5. Standing Committee and Taskforce Reports
 - a. **Membership:** Nambisan
3 new membership applications (University of Illinois at Urbana-Champaign; NuRail Center , University of Kansas; Transportation Research Institute, University of Utah; Department of Civil Engineering) were a part of the read ahead materials; have been vetted through the EC and we recommend the membership to approve the applications- ALL IN FAVOR
 - b. **Nominating Committee & Executive Committee Ballot:** Adams
We will conduct a new process from previous years. Everyone has a ballot but we're only collecting one vote per university. The nominating committee recommends officer slate at the top. In the past, the nominating committee has vetted recommended ballot of the 3 year term positions however, this year we'll conduct a vote from the membership. First 2 candidates are not present, invite remarks from those nominated that are in attendance- Tom O'Brien, Dan Pallme, Karen Philbrick.
RESULTS: Full officer ballot was voted for- unanimously
3 Year term: Tom O'Brien, Dan Pallme, Karen Philbrick
ALL IN APPROVAL
 - c. **Awards Committee:** Parker
Call for reviewers for the student awards- this is a commitment to read the full thesis' of those nominated.
 - Comment: Academia has changed and are pushing students to pursue thesis master degree.
 - Teresa: Poll of membership- is there a trend to thesis masters degrees instead of non-thesis; RESULTS POLAR.

d. **Strategic Planning Task Force:** Stokes

Call to attention 3rd to last page of meeting packet is the current strategic plan developed in 2008. Review of suggested update to mission/ vision discussed during the breakout session yesterday, after review and amendments, membership voted to approve the following mission statement:

“Promote university research, education, workforce development, and technology transfer as essential to the nation’s transportation system”

e. **Workforce Development Task Force:** Collura/Long

- John: Update on the monograph- copies on a summary sheet that covers scope, goals, and intended audience. Review of key issues and challenges with workforce development. Trying to address the issue in more of a complete matter, following up to the national summit in 2012. Working with individuals that were organizers for the 3 main sessions, will need additional volunteers for review. Working with TRB on getting approved for presentation/ publication.
- Workforce initiates pledge card- Although many members have funding uncertainty, would like to propose a set of initiatives for moving forward. It is understandable if you sign the pledge card and aren’t able to follow through given the uncertainty with funding. The pledge is more of a poll to form some work groups.
 - **Initiative 1:** Larry- K-12 activities- would like to develop 50 minute activities for K-12. Could be used after school, community volunteer groups– goal to have ready by transportation week (October for TRB). A CUTC member would be responsible for identifying partner schools and implementation. This working group would come together and formulate an activity that all could use.
 - **Initiative 2:** Donna- Solicit real work for classroom projects. Create, deliver and tabulate survey. Produce guide book for UTC’s. Provide real world projects for the classroom instead of hypothetical (ideal for HS and 2-4 year post-secondary education). Plan to have a survey of UTCs in Sept., tabulated results would be developed into a guidebook. Would select partners that would utilize student not just for grunt work. Would include case studies, how to manage risk, how to make the experience meaningful for the student, and how to measure the value of the experience.
 - Should look to already published: ASCE, University of Oregon
 - **Initiative 3:** Glenn- Develop a branded CUTC webinar series. Collaboration among CUTC members to collectively distribute current work with webinars. Establish lead institutions that will set up a protocol for collecting, cumulating, and disseminating the new series of webinars.
 - Valerie- while doing programs, make sure you get release waivers when videotaping; very difficult to get after
 - **Initiative 4:** Tom- industry (private & public) engagement; don’t want to lose interest of national organizations that took an interest with the 2012 summit. Series of interviews/ focus groups during TRB meetings to field how they want to stay involved with CUTC & its members. Looking for those that already have those relationships, willing to conduct pilot interviews.
 - Denver- should consider groups involved in supply chain logistics

- Clark- FHWA: modifying grant program to national clearinghouse- grants.gov; releasing request for application of 2 workforce centers to promote best practices (next 6 weeks); working with university of Nebraska
 - f. Communications Task Force: Hough
 - Demo of redesigned website
 - Protocol for email distribution list: draft protocol in meeting packet; will amend to say “federal” and “state” funding opportunities
 - Breakout group also discussed developing a listserve for disseminating CUTC member specific activities. Will look more into functionality.
 - Motion to accept memo on distribution- ALL IN APPROVAL
- 6. Strategic Partners and Alliances
 - a. ARTBA Research & Education Division: Adams
 - R&D committee not meeting in the upcoming meeting
 - b. AASHTO RAC, SCOR: Pietrucha
 - AASHTO/ RAC Score liaison group has summaries on the; listing of UTC by AASHTO RAC region; best practices on how to get along with state dots; currently trying to develop agendas; how to qualify & quantify research is a growing topic- hope to develop into a white paper; meeting next month July 14 in Baton Rouge
 - c. ITS America: Adams
 - Looking at an arrangement for joint membership; not new update
 - d. Federal Transit Administration: Hough
 - With FY2012; put together 8 problem statements that were vetted to universities for selection. Will be watching for additional funds.
 - e. ITE: Elefteriadou
 - Discussion possibility to have a joint educational joint initiatives for the next summer meeting
 - f. International Road Federation (IRF): Pietrucha
 - IRF contacted us having a joint relationship for shared membership- didn't appear to be a strong pull from the membership.
 - g. APTA: Hough/Volinski
 - Higher education subcommittee- serve as mentors; creating national transit curriculum; on the legislative committee to keep re
- 7. 2014 Summer Meeting: Rilett/Lefler
 - Call for proposals to host the 2015 summer meeting will be issued after this meeting, will be due at the beginning of September, and will be evaluated at the fall EC meeting.
- 8. Future Meetings
 - a. ARTBA-RED Divisional Meeting: 9/9/13, Milwaukee, WI
 - b. Executive Committee Fall Meeting: 9/9/13, Milwaukee, WI
 - c. Winter Banquet: 1/11/14, Washington, D.C.
 - d. Annual Winter Membership Meeting: 1/12/14, Washington, D.C.
 - e. Annual Summer Membership Meeting: 6/2/14-6/6/14, Lincoln, NE
- 9. Adjournment: Adams 9:57am