



Council of University Transportation Centers

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Winter Business Meeting Agenda
Washington DC
Marriott Marquis
901 Massachusetts Ave NW
Room: Georgetown University (M1)
Sunday, January 7, 2018
2:00 pm to 4:00 pm

1. Call to Order: Elefteriadou
2. Self-Introductions
3. Approval of CUTC Summer Meeting Minutes: The draft minutes were posted on <http://www.mycutc.com/membership/meeting-minute-archives/>, but were not distributed for review to membership. The minutes approval is tabled until Summer Meeting. The summer meeting minutes will be circulated with the winter meeting minutes.
4. Treasurer's Report: Bhat was unable to attend the Winter Meeting, so the Treasurer's Report was delivered by Mike Sakata of ARTBA. Sakata reported the bank balance for CUTC as of December 31, 2017 was \$185,618.53. This includes an addition of \$23,773.28, which includes 28 registrations for the CUTC Banquet/Winter Meeting, 4 CUTC membership dues payments, and 5 CUTC banquet sponsorship payments. As of January 3, 2018, CUTC has received \$66,400.00 in dues payments from 83 schools.
5. Standing Committee and Task Force Reports
 - a. Membership: Philbrick/Caldwell
 - Philbrick invited discussion to broaden the scope of CUTC membership, calling for an expansion of UTC institutions by changing Article 3 in CUTC bylaws. Philbrick called a motion for consideration and was met with unanimous approval by the membership. Philbrick introduced six proposed bylaws changes to Article 3. The changes are as follows:
 - i. The following words were added to the first sentence "in a university, college or post-secondary educational institution"
 - ii. The word "and" was revised to "or" so that an entity could focus on "...transportation research, education or technology transfer"
 - iii. The word "university" was replaced with "institution"
 - iv. The provisional member paragraph was struck entirelyPhilbrick calls for a motion, Caldwell seconds. Discussion is open to the membership regarding the proposal. Topics of discussion in regards to the changes included:
 - i. Questions of accommodating smaller institutions in the CUTC student awards, which Philbrick responded with a plan to expand the award categories, as well as update the CUTC membership application.
 - ii. Philbrick also confirmed that LTAP centers will be eligible for membership as long as their research falls into one of the four research categories required for membership.



Philbrick proposed that the changes be passed through the second procedure in the CUTC bylaws Article IX, which states that “Amendments to the Bylaws may also be proposed in writing to the Executive Committee by not less than 50 percent of the Members having voting rights at such time. If the Executive Committee shall decline to adopt such amendment to the Bylaws, it shall cause the proposed amendment to be submitted to a vote of the eligible voting Members at the next meeting of the members held more than 60 days following the action of the Executive Committee.” The changes were met with unanimous approval by the membership, passing the motion and updating the CUTC bylaws.

- b. Communications: O’Brien reported the active use of social media as a first step in a broader strategy to improve CUTC visibility. Later steps include actively promoting student winners on the CUTC website, creating a strategy to raise CUTC and individual member profiles in the public eye, and the creation of a standards of use documentation for CUTC social media. O’Brien also reported that all communications responsibility will be held in the office of the secretary
- c. Student Awards Committee:
 - Dr. Hilary Nixon reported on the 26th cycle of CUTC student awards. She reported that 45 individuals reviewed the awards and actively encouraged CUTC members to volunteer to participate next year. Overall, the CUTC student awards had 50 submissions, which is higher overall than last year. Higher PhD submissions were reported for the 2017 year, while the number of submissions dropped in all other categories. Nixon encouraged members to nominate students for the master’s reports category, as the category consistently receives low numbers of submission each year. Plans for improvement to next year’s procedure include clarifying language for nominations submissions, tightening submission guidelines, and improving logistics and procedures for the nomination process.
 - Nixon opened up the report for comments from CUTC membership. A representative from the University of Texas at Rio Grande Valley had concerns on whether a university’s name and size playing a factor in choosing the winning submissions. Elefteriadou mentioned the possibility of using double blind reviews, while Tooley indicated there is consistency of consensus in the reviewing process based on her own professional experience. The CUTC Executive Committee will re-evaluate the process of the student award committee, and will discuss the topic further at the summer meeting. Nixon encouraged any recommendations to be sent to herself and McNeil.



d. Professional Awards Committee: Zaman

- Zaman provided a general overview of the 2017 professional awards process. All award nominations were reviewed by the Executive Committee, and Zaman emphasized the necessity for nominators to properly assemble the nominations package. He also reports that the Executive Committee has extensively reviewed nominations criteria, and encouraged members to nominate colleagues, especially for the New Faculty Award. The report was put to the membership for comments. One comment mentioned the possibility of increasing the prestige of being nominated for a professional award. All suggestions will go to the professional awards committee for review.

e. Nominating Committee: Elefteriadou

- Elefteriadou reported that Jennifer Dill stepped down from Executive Committee, and P.S. Sriraj joined the Executive Committee to take over the rest of her term. Elefteriadou opens nominations to entire membership, and asked all members to send nominations to both Elefteriadou and Philbrick by February 15. The Nominating Committee welcomes additional participation and encourages potential applicants to become familiar with the bylaws.

6. Strategic Partners and Alliances

a. AASHTO RAC, SCOR: O'Brien/Bhat/Hough

- O'Brien reported that AASHTO relationship continues to grow and strengthen, and reported plans to network and collaborate on future programs and meetings

b. ITE: Elefteriadou

- Elefteriadou reported that many universities have ITE student chapters that CUTC is already actively working with through their universities. Elefteriadou and Hough have worked with ITE leadership to create an MOU, as ITE wants to actively put students into contact with industry professionals.

c. APTA: Hough

- The existing MOU between CUTC and APTA was revisited, revised, and signed. Hough reported that students receive a complimentary registration to attend APTA events, while faculty and staff received reduced rate. APTA is currently hosting a webinar series and invite CUTC members to submit materials to present. Hough reported a new CEO at APTA – Paul Skoutelas, formerly the President of WSP USA. Hough notes Mr. Skoutelas is a continuing CUTC banquet sponsor and is an active advocate of research and higher education.



d. ARTBA Research & Education Division:

- Sakata provided a brief overview of RED benefits to CUTC members. With ARTBA as an industry leader for transportation and infrastructure advocacy, RED membership provides board member opportunities, leadership, and the ability to provide valuable input for CUTC members. ARTBA provides valuable connects and actively encourages input to help institute policy change on local, state, and federal levels.
- A discussion was held on the nature of relationship between the two organizations and ARTBA's value to CUTC members. Representatives from Portland State University voiced concerns on the usefulness of RED membership. The discussion touched on ARTBA's advocacy on legislative issues, and natural evolution of partnership between ARTBA and CUTC under the guidance of the CUTC Executive Committee. Former CUTC President Martin Pietrucha cites relationship as an underutilized resource, increase visibility and utilize resources. A more extensive discussion of the relationship will be held at the summer meeting.

e. ENO Foundation & Transportation Weekly:

- O'Brien reported finalizing the MOU with the ENO foundation, and that the first year of partnership has been successful. Two tangible successes included the Leadership Development conference, which had a CUTC representative in attendance and the CUTC-ENO Award. O'Brien reported that the CUTC-ENO Award had 17 applicants and the selection process went smoothly. He encouraged members to nominate master's students or encourage students to apply through the CUTC website. ENO will work with actively with CUTC student winners to submit their publications in ENO Student Weekly.
- Open discussion on was held on the potential of additional stakeholder engagement. IEEE ASME, ITS America, and MetroLab were mentioned as possible partners.

7. Overview of the SKILLFUL European Research Project – Dr. Thierry Goger, Secretary General, FEHRL

- a. The SKILLFUL project will identify the skills and competencies needed by the transport workforce of the future and define the training methods and tools to meet them.
 - McGinnis reported her interaction with SKILLFULL at the 2017 TRB conference, looking into the project, which focuses on workforce development in a broad, long-term sense. Reported that CUTC was willing to collaborate and exchange with SKILLFUL in its three-year to identify future job market and needed training, research, and education. Dr. Goger provided a brief overview of the project's goals, collaborators, and strategies.

8. ARTBA Membership – Review of benefits to CUTC members: Sakata

- a. Item was moved up in agenda, please see Section 6.d



9. Future Meetings

- a. 2018 CUTC Summer meeting at Minnesota: June 4-6, 2018 – Stephanie Malinoff
 - Malinoff presented a report on the status of the 2018 summer meeting. The framework agenda was distributed to the membership, and included sessions on policy, technology, and workforce development. An open membership discussion was held on the primary workshop on workforce development.
- b. 2019 CUTC Summer Meeting: June 23-26, Norman, Oklahoma
 - A brief overview was presented for the 2019 summer meeting. The 2019 event will be hosted on the University of Oklahoma research campus, and program details will be release later in the year.
- c. Plans for release of RFP for 2020 Summer meeting
 - RFP will be released in the next few weeks, to select the host of the 2020 summer meeting. This early notice will give more ample opportunity to universities to prepare for the annual meeting. The deadline for responses to the RFP will be March 31st.
- d. UTC Spotlight Conference
 - Elefteriadou reported that with the recent news that OST-R will not be able to fund conference, CUTC has had preliminary discussions in taking over conference. The Executive Committee will have further discussions on the best way to move forward on this conference. Elefteriadou mentioned that the conference may be managed by CUTC with other partners, and will be exploring other options. A question on the cost of the conference is made. Elefteriadou mentioned that based on her recollection the OST-R conference paid \$80,000 to TRB for organizing it.

10. Adjournment: Elefteriadou

- a. Meeting adjourned at 3:49