



Council of University Council of University Transportation Centers

Council of University Transportation Centers
Summer Business Meeting Minutes
Minneapolis, Minnesota
TCF Stadium
Wednesday, June 6, 2018
12:00 pm to 2:00 pm

1. Call to Order: Elefteriadou
2. Introductions
3. Minutes Approval of CUTC Summer & Winter Meeting: O'Brien
 - Minutes from the January 8, 2018 CUTC Winter Membership Meeting were approved
4. Treasurer's Report: Bhat
 - Sponsorship levels from the 2018 banquet are healthy.
 - There are currently five CUTC members who have not paid dues—these members will be contacted again.
 - There was a question about CUTC bank balances and a suggestion that some of this could go towards increasing the honorarium for student awards.
5. Standing Committee and Task Force Reports, Membership: Philbrick/Caldwell/O'Brien
 - Karen Philbrick discussed changes in the membership requirements and the background behind that process.
 - The changes necessitated updating the membership application, which will be presented and approved by the Executive Committee at today's meeting.
 - Three community colleges that are part of the FAST Act consortiums will have the opportunity to join CUTC, and invitations to join will be extended to those entities.
 - There are 32 universities that receive some funding through the FAST Act. CUTC members are encouraged to reach out to non-CUTC members in their consortium about joining the association.
6. Standing Committee and Task Force Reports, Communications: O'Brien
 - Communications is now a role assigned to the CUTC Secretary. CUTC has been working with ARTBA to outline a strategy for social media and marketing.
 - The media standards of use were circulated to meeting attendees.
 - So far CUTC has 182 twitter followers, 10 tweets in 2018, an average of 114 views on the webpage per month, with a high of 360 views during the banquet. Between January and May the association has gained 45 followers. The Facebook page has 115 likes and 15 posts in 2018. The page averaged 56-page views per month between January and May.
 - The goal is to post to the Twitter and Facebook feed two times per week.
 - There will also be a regular member spotlight and a call for content for the new website.
 - The new communications strategy will be posted at the end of the month.



7. Standing Committee and Task Force Reports, Student Awards Committee: Nixon/ARTBA
 - There are currently six award categories, with an uptick in applications in some categories.
 - Please consider signing up to review the student papers, additional help is always needed and welcome.

8. Standing Committee and Task Force Reports, Student Awards Committee: Professional Awards Committee: Bhat/Zaman
 - There are currently four CUTC leadership awards – the CUTC-ARTBA Administrative Award, the CUTC-ARTBA New Faculty Award, the Lifetime Achievement Award for Transportation Professional and Public Service and the Lifetime Achievement Award for University Transportation Education and Research.
 - The Committee is working to clarify requirements and expectations for nominating materials, as well as protocols for procedures and schedules.
 - There is also discussion of establishing an additional CUTC award for best practices in technology transfer and workforce development.
 - During the question period there was an observation that it may be difficult to judge a new award that includes both technology transfer and workforce development. Another suggestion was to reach out to community colleges about potential of awards for this group. CUTC members should also encourage their students to go to different conferences and participate in TRB and other events.

9. Standing Committee and Task Force Reports, TRB Banquet
 - Please reach out to contacts that might be interested in supporting the banquet.
 - The special pre-banquet reception for students and sponsors has been well received. This provides an opportunity for sponsors to meet one on one with students and also exposes award winners to the industry.

10. Strategic Partners and Alliances, AASHTO RAC, SCOR: O'Brien/Bhat
 - Tom O'Brien, Chandra Bhat, and Karen Philbrick will represent CUTC at the summer AASHTO RAC meeting. There is continuing dialogue to build momentum to be more strategic in interactions between CUTC and AASHTO.
 - There is discussion of establishing a memorandum of understanding between the two organizations. It would include a narrow focus on manageable tasks that would benefit both



groups. Part of the discussion includes having regular slots at each organization's meeting. O'Brien will speak at AASHTO RAC at this summer's meeting on June 26.

- AASHTO appreciates the research that UTCs bring to the table. CUTC members are encouraged to consider attending the AASHTO RAC meetings to show more CUTC presence.

11. Strategic Partners and Alliances, ITE: Elefteriadou

- Nothing new at this time.

12. Strategic Partners and Alliances, APTA: Hough

- APTA has a special rate for educators for their conference.
- Students can attend for free but do need to register.
- APTA is in the process of merging some of their conferences and want to have CUTC highlight research at their meeting.

13. Strategic Partners and Alliances, ARTBA Research & Education Division: Black

- ARTBA provided a handout on the benefits of membership for CUTC members. This includes representation on the ARTBA Executive Committee through the division, free membership for students and faculty members, networking opportunities and access to industry leaders.
- CUTC involvement in ARTBA helps raise the profile of transportation research across a wide group of industry stakeholders. ARTBA is a federation style association with eight different divisions, including Contractors, Planning and Design firms, materials suppliers, equipment manufacturers, safety manufacturers, transportation officials and companies involved in public private partnerships.

14. Strategic Partners and Alliances, ENO Foundation & Transportation Weekly: O'Brien

- CUTC needs more members to review the ENO Leadership Institute applications. There is some discussion of opening the competition to all paper award winners.
- ENO has invited CUTC to participate in an infrastructure week webinar next May – this will be discussed later.

15. Election of Officers and Executive Committee Members: O'Brien

- The final ballot, according to the elections process in the CUTC bylaws, was passed out for voting.
- There are three candidates running for two open Executive Committee positions. Candidate bios were distributed before the meeting.

16. Recap of CUTC 2017-2018: Elefteriadou



- This year included many activities and achievements, including increased sponsorships for the banquet, revised bylaws, the introduction of a special reception for banquet sponsors, a signed MOU with ITE, refined procedures for student and professional awards and working on the website and rules for social media engagement.

17. Future Meetings

- A presentation was given on the 2019 CUTC Summer Meeting: June 23-26, Norman, Oklahoma
- A presentation was given on the 2020 CUTC Summer Meeting in Big Sky, Montana.
- Reminder that the ASCE meeting is July 15-18.

18. Announcement of election results, O'Brien

- Michael Knodler and P.S. Sriraj were voted on to the Executive Committee.

19. Meeting adjourned, Elefteriadou