

**Council of University Transportation Centers (CUTC)
Executive Committee Meeting
January 22, 2011
Omni Shoreham Hotel (Executive Room)
2:00-4:00 P.M.**

1. Call to Order: Steve Albert

CUTC President Steve Albert called meeting to order at 2:02 P.M., with the following individuals in attendance:

Teresa Adams	Shashi Nambisan
Stephen Albert	Neville Parker
Alison Black	Martin Pietrucha
Doc Burke	Laura Spitz
John Collura	Larry Sutter
Gen Giuliano	Curt Tompkins
Jaime Mahoney	Kevin Womack

2. Minutes Approval: Adams

Minutes from the October Executive Committee Meeting were approved, with the change to Teresa Adams's name.

3. Standing Committee Reports:

a. Treasurer's Report: Martin Pietrucha

Sponsorships for the banquet are down dramatically. Dues collection, however, is up. It was suggested that CUTC's static membership may be the reason for the negative financial picture. Albert requested Gen Guiliano to research other methods of expanding CUTC's financial strategy. Regarding dues collection, Albert suggested a blanket e-mail of those who have not paid.

b. Federally Sponsored Centers: Adams

No report at this time.

c. Membership: Adams

No current applications; Alison Black again pointed out that CUTC has a primarily static membership.

4. CUTC Position of Reauthorization

No report as Plymale is not in attendance due to travel issues.

5. Strategic Partners' Liaisons

a. ARTBA Research & Education Division

ARTBA Research & Education Division meeting is at 6:45 A.M., in the Omni Shoreham Hotel and will include a presentation by ARTBA's Pete Ruane on the new "Transpovation" Conference.

b. AASHTO RAC, SCOR:

No report.

c. International CUTC: Pietrucha

Martin Pietrucha again requested from the membership any contacts or activities relating to International CUTC. A former FHWA administrator requested that he put together an agenda of activities for a contingency from New Zealand. Through the discussion, it was decided that while there is a great deal of interest in CUTC internationally (and nationally), perhaps CUTC could make use of some marketing materials like a brochure. There are many venues at which such materials could be distributed.

d. APTA

No report at this time.

e. New Strategic Alliances:

i. ITS America will be presenting at the general membership meeting.

ii. Federal Transportation Administration: Administrator will be speaking to the relationship between FTA and the UTC centers.

6. Ad Hoc Committee

a. Annual Banquet:

The CUTC reception and banquet are being held in different locations than in previous years.

b. Awards

i. Advanced Planning for Lifetime Achievement Award

Given the circumstances of this year, Albert proposed possibly planning two years out for the lifetime achievement award. Pietrucha suggested that, at the very least, it should be decided at the preceding summer meeting. Albert suggested Kevin Womack to spearhead advanced planning for the 2012 Lifetime Achievement Award. Womack requested a list of the past recipients. Gen Guiliano stressed that the strict definition of the award does not make it exclusive to politicians, and that it is open to all members of industry. At the general meeting tomorrow (January 23), the membership will be surveyed for potential candidates.

c. Newsletter

The newsletter will include a series of articles about the current workforce. Also information about how to join CUTC will be included, and requests for nomination for the Lifetime Achievement Award, and minutes from the meetings.

7. New Business

a. Management Structure: Albert

Albert suggested that CUTC might be at a point that it could formally hire an Executive Director, even at a half-time appointment. The position would then be able to formally and fully devote himself to some of the CUTC duties that get left behind. Alison and several others pointed out that perhaps the Executive Committee is not fully utilizing the general membership, and that perhaps more committees could be developed out of the general membership to serve some of the purposes that a "full time" position could. Steve

Albert will survey the five past presidents to get a better sense of what duties went unchecked during their tenure.

b. Documenting Collaboration: Albert

Steve Albert has been developing a survey with the purpose of illustrating how UTC Centers all work together. Shashi Nambisan will work with Albert to develop effective questions, ones that will have answers that can be developed into empirical data.

c. Update on Transportation Workforce Development Initiative: John Collura, Lydia Mercado, Curt Tompkins

Work towards a national summit (likely in Washington, D.C.) on workforce development continues. The vision of the conference is more like a workshop, than a conference. Questions include: timing, specific, sponsors, etc. The issue will be brought up to the membership at the general meeting tomorrow (January 23). Steve Albert suggested a “task force” to mobilize the summit through the membership, which will become part of the general action plan.

d. Future Meetings Application Form

e. Award for Administrative Leadership

Larry Sutter developed a summary description of the potential award, drawing from the existing awards. Larry has been added to the agenda for the general meeting for further discussion.

8. Future Meetings

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

9. Adjournment

President Steve Albert adjourned the meeting at 4:01 p.m.