

# Council of University Transportation Centers (CUTC)

## Summer Membership Meeting Agenda FedEx Institute of Technology-The Zone

**JUNE 12, 2013**

**8:00–10:00 a.m.**

1. Call to order: *Adams*
2. Minutes approval: *Nambisan*
3. Treasurer's Report: *Volinski*
4. Standing Committee and Taskforce Reports
  - a. Membership: *Nambisan*
    - i. New Applicant: University of Illinois at Urbana-Champaign; NuRail Center
    - ii. New Applicant: University of Kansas; Transportation Research Institute
    - iii. New Applicant: University of Utah; Department of Civil Engineering
  - b. Nominating Committee & Executive Committee Ballot: *Adams*
  - c. Awards Committee: *Parker*
  - d. Strategic Planning Task Force: *Sutter/Stokes*
  - e. Workforce Development Task Force: *Collura/Long*
  - f. Communications Task Force: *Hough*
5. Strategic Partners and Alliances
  - a. ARTBA Research & Education Division: *Adams*
  - b. AASHTO RAC, SCOR: *Pietrucha*
  - c. ITS America: *Giuliano/Adams*
  - d. Federal Transit Administration: *Hough*
  - e. ITE: *Elefteriadou*
  - f. International Road Federation (IRF): *Pietrucha*
  - g. APTA: *Hough/Volinski*
6. 2014 Summer Meeting: *Rilett/Lefler*
7. Future Meetings
  - a. ARTBA-RED Divisional Meeting: 9/9/13, Milwaukee, MI
  - b. Executive Committee Fall Meeting: 9/9/13, Milwaukee, MI
  - 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
8. Adjournment: *Adams*

**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 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

Council of University Transportation Centers (CUTC)

**Budget and Actuals**

July 1, 2012 to June 30, 2013

			2012-13 Budgeted	Actuals as of 6/9/13
<b>Revenue:</b>				
1	Dues:	Current Yr	57,000.00	39,600.00
2	Banquet:	Registration fee	20,445.00	13,885.00
3		Sponsorships	20,000.00	50,000.00
4		RITA	18,000.00	18,000.00
5	Prior Banquets Registration fee		0.00	0.00
6	Interest Income		0.00	0.00
7	Other Income		0.00	0.00
8 Total Revenue:			115,445.00	121,485.00
<b>Expenses:</b>				
9	Banquet:	Event Costs	45,000.00	42,301.24
10		Other	250.00	0.00
11	Plaques:	PhD & MS awards	620.74	620.74
12		Non Thesis award	133.50	66.50
13		New Faculty award	168.50	168.50
14		NEW: Admin. Leadership Awd.	168.50	168.50
15		Dist Contrib. award	158.50	158.50
16		Life Achieve. Award	190.50	190.50
17		Sponsor / Awd. Ribbons	116.60	116.60
18	Honoraria:	PhD & MS awards	7,000.00	7,000.00
19		Non Thesis award	3,000.00	1,500.00
20		New Faculty award	2,000.00	2,000.00
21		NEW: Admin. Leadership Awd.	750.00	750.00
22		Dist Contrib award	750.00	750.00
23		Sponsorships/Contributions	0.00	0.00
24	Mtgs/Travel:	Excom Mtgs.	500.00	0.00
		Summer & Winter Membership Mtgs.	2,000.00	1,694.59
25		Alliance mtgs	0.00	0.00
26	Dues:	CUTC Group Enrollment to ARTBA	16,625.00	16,625.00
27	Admin:	ARTBA mgmt fee	42,000.00	31,500.00
28		IRS- Taxes	0.00	32.14
29		TN-Corp License	20.00	20.00
30	Miscellaneous		150.00	0.00
31 Total Expenses			121,601.84	105,662.81
32 Net Result of Operations			(6,156.84)	15,822.19

Assumptions:

1 - 95 members billed at \$600 each

3 -Budgeted banquet registration- assumed 77 early registrants at \$165, 43 late registrations at \$180

4 - Budgeted banquet sponsorship - assumed 8 sponsorships @ \$2,500

10 - Banquet costs include food, drink, photographer & AV

28 - Group enrollment to ARTBA; based on 95 members at a rate of \$175 per center



## OUTSTANDING MEMBER DUES AS OF 6/9/2013

Dues Year	Primary Member	University	Balance
2011-2012	Randy West	Auburn University	\$ 600.00
2011-2012	John Wu	California State University, San Bernardino	\$ 600.00
2012-2013	John Wu	California State University, San Bernardino, Leonard University Transportation Center	\$ 600.00
2012-2013	Raj Rajkumar	Carnegie Mellon University	\$ 600.00
2012-2013	Brien Benson	George Mason University	\$ 600.00
2012-2013	Michael Hunter	Georgia Institute of Technology	\$ 600.00
2012-2013	Shashi Nambisan	Iowa State University, Institute for Transportation	\$ 600.00
2012-2013	Joseph Coughlin	Massachusetts Institute of Technology, New England University Trans. Ctr.	\$ 600.00
2012-2013	John Myers	Missouri University of Science and Technology, Center for Transportation Infrastructure	\$ 600.00
2012-2013	Leo Hanifin	MIUH UTC University of Detroit Mercy	\$ 600.00
2012-2013	Joseph Petrolino	National Transportation Research Center, Inc	\$ 600.00
2012-2013	Hani Mahmassani	Northwestern University The Transportation Center	\$ 600.00
2011-2012	Roger Lindgren	Oregon Institute of Technology Department of Civil Engineering	\$ 600.00
2012-2013	Roger Lindgren	Oregon Institute of Technology Department of Civil Engineering	\$ 600.00
2011-2012	John C. Falcocchio	Polytechnic University Department of Civil & Environmental Engineering	\$ 600.00
2012-2013	John Falcocchio	Polytechnic University Department of Civil & Environmental Engineering	\$ 600.00
2011-2012	Jonas Eliasson	Royal Institute of Technology (KTH)	\$ 600.00
2012-2013	Jonas Eliasson	Royal Institute of Technology (KTH)	\$ 600.00
2011-2012	Charles Wright	South Carolina State University, University Transportation Center	\$ 600.00
2012-2013	Charles Wright	South Carolina State University, University Transportation Center	\$ 600.00
2011-2012	Ping Yi	University of Akron	\$ 600.00
2012-2013	Ping Yi	University of Akron	\$ 600.00
2011-2012	Stephen G. Ritchie	University of California, Irvine	\$ 600.00
2011-2012	Jack Selter	University of Central Florida	\$ 600.00
2012-2013	Haitham Al-Deek	University of Central Florida- Center for Advanced Transportation Systems	\$ 600.00
2012-2013	Joe Crabtree	University of Kentucky	\$ 600.00
2011-2012	Ali Haghani	University of Maryland	\$ 600.00
2012-2013	Charles Nemmers	University of Missouri, Columbia	\$ 600.00
2011-2012	Ray A. Mundy	University of Missouri, St. Louis	\$ 600.00



## OUTSTANDING MEMBER DUES AS OF 6/9/2013

Dues Year	Primary Member	University	Balance
2012-2013	Ray Mundy	University of Missouri, St. Louis	\$ 600.00
2011-2012	Pushkin Kachroo	University of Nevada - Las Vegas	\$ 600.00
2012-2013	Pushkin Kachroo	University of Nevada - Las Vegas	\$ 600.00
2011-2012	Marc Schlossberg	University of Oregon	\$ 600.00
2012-2013	Marc Schlossberg	University of Oregon	\$ 600.00
2011-2012	Richards S. Martinko	University of Toledo	\$ 600.00
2012-2013	Troy Austin	University of Vermont	\$ 600.00
2011-2012	John Renne	UNO Transportation Center, University of New Orleans	\$ 600.00
2011-2012	Timothy J. Gates	Wayne State University	\$ 600.00
2012-2013	Timothy Gates	Wayne State University	\$ 600.00
2011-2012	David Martinelli	West Virginia University	\$ 600.00
2012-2013	David Martinelli	West Virginia University	\$ 600.00
2011-2012	Xinping YAN	Wuhan University of Technology	\$ 600.00
2012-2013	Xinping Yan	Wuhan University of Technology	\$ 600.00

**TOTAL 2011-2012 Outstanding: \$ 10,800.00**

**TOTAL 2012-2013 Outstanding: \$ 15,000.00**



Council of University Transportation Centers (CUTC)

Proposed Budget

July 1, 2013 to June 30, 2014

			Proposed 2013-14 Budget
Revenue:			
1	Dues:	Current Yr	56,400.00
2	Banquet:	Registration fee	20,490.00
3		Sponsorships	30,000.00
4		RITA	18,000.00
5	Prior Banquets Registration fee		0.00
6	Interest Income		0.00
7	Other Income		0.00
8	Total Revenue:		124,890.00
Expenses:			
9	Banquet:	Event Costs	43,000.00
10		Other	250.00
11	Plaques:	PhD & MS awards	620.74
12		Non Thesis award	133.50
13		New Faculty award	168.50
14		NEW: Admin. Leadership Awd.	168.50
15		Dist Contrib. award	158.50
16		Life Achieve. Award	190.50
17		Sponsor / Awd. Ribbons	120.00
18	Honoraria:	PhD & MS awards	7,000.00
19		Non Thesis award	3,000.00
20		New Faculty award	2,000.00
21		NEW: Admin. Leadership Awd.	750.00
22		Dist Contrib award	750.00
23		Sponsorships/Contributions	0.00
24	Mtgs/Travel:	Excom Mtgs.	500.00
		Summer & Winter Membership Mtgs.	2,000.00
25		Alliance mtgs	0.00
26	Dues:	CUTC Group Enrollment to ARTBA	16,920.00
27	Admin:	ARTBA mgmt fee	42,000.00
28		IRS- Taxes	35.00
29		TN-Corp License	20.00
30	Miscellaneous		150.00
31	Total Expenses		119,935.24
32	Net Result of Operations		4,954.76

Assumptions:

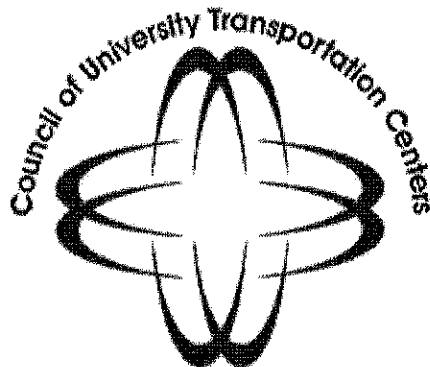
1- 94 members billed \$600 for dues (4 membership cancellations from 2012-2012; assumes approval of 3 new member applications proposed at summer meeting)

2 - Banquet registration - assumes 77 early registrants at \$170, 40 late registrations at \$185; also assumes a \$5 increase in registration fees from last year

3 - Banquet sponsorship - assumes 12 sponsorships at \$2,500

9 - Banquet costs include food, drink, photographer & AV

26 - Group enrollment to ARTBA; based on 94 members at a rate of \$180 per center



## Application for Membership

### Primary Delegate

Name & Title: Chris Barkan, NURail Center Director

Email: cbarkan@illinois.edu

Name of Unit: NURail Center

University: University of Illinois at Urbana-Champaign

Address: 1245 Newmark Civil Engineering Lab, MC-250  
205 N. Mathews Ave; Urbana, IL 61801

Phone & Fax : (217) 244-6338 Fax (217) 333-9464

### Alternate Delegate

Name & Title: Tim Gress, NURail Center Managing Director

Email: tgress@illinois.edu


Address: 1235 Newmark Civil Engineering Lab, MC-250  
205 N. Mathews Ave; Urbana, IL 61801

Phone & Fax : (217) 244-7158 Fax (217) 333-1924

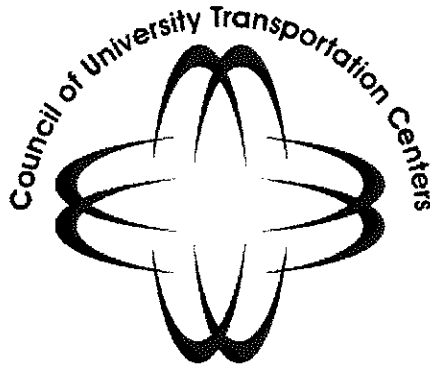
The above university/college formally applies for membership in the Council of University Transportation Centers for:

☐ Provisional Membership

☒ Membership

  
Signature and Title of University/College Authority

Please this application and supporting documents: Alison Premo Black, CUTC, 1219  
28<sup>th</sup> Street NW, Washington, DC 20007; [ablack@artba.org](mailto:ablack@artba.org)



## Application for Membership

### Primary Delegate

Name & Title: Robert Honea, Director  
Email: bobh253@ku.edu  
Name of Unit: Transportation Research Institute  
University: University of Kansas  
Address: M2SEC Building, Suite G520C  
1536 W. 15th St, Lawrence, KS 66045  
Phone & Fax : 785-864-1828 (office) 785-864-8020 (fax)

### Alternate Delegate

Name & Title: Patricia Weaver, Associate Director of Outreach + Technology Transfer  
Email: weaver@ku.edu  
Address: M2SEC Building, Suite G520D  
1536 W. 15th St, Lawrence, KS 66045  
Phone & Fax : 785-864-2595 (office) 785-864-8020 (fax)

The above university/college formally applies for membership in the Council of University Transportation Centers for:

☐ Provisional Membership

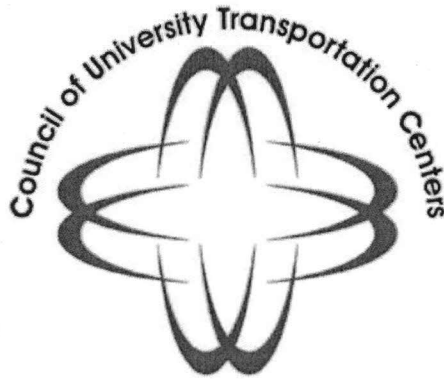
☒ Membership

Robert Honea, Director

Signature and Title of University/College Authority

Please this application and supporting documents: Alison Premo Black, CUTC, 1219  
28<sup>th</sup> Street NW, Washington, DC 20007; [ablack@artba.org](mailto:ablack@artba.org)





## Application for Membership

### Primary Delegate

Name & Title: Richard J. Porter, Assistant Professor  
Email: richard.jon.porter@utah.edu  
Name of Unit: Department of Civil and Environmental Engineering  
University: University of Utah  
Address: 110 Central Campus Drive, Room 2133  
Salt Lake City, UT 84112  
Phone & Fax : 801-585-1290 (Phone) 801-585-5477 (Fax)

### Alternate Delegate

Name & Title: Chris Pantelides, Professor and Interim Chair  
Email: c.pantelides@utah.edu  
Address: 110 Central Campus Drive, Room 2000  
Salt Lake City, UT 84112  
Phone & Fax : 801-585-6931 (Phone) 801-585-5477 (Fax)

The above university/college formally applies for membership in the Council of University Transportation Centers for:

☐ Provisional Membership

☒ Membership

Pantelides  
Signature and Title of University/College Authority

Please this application and supporting documents: Alison Premo Black, CUTC, 1219  
28<sup>th</sup> Street NW, Washington, DC 20007; [ablack@artba.org](mailto:ablack@artba.org)



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## CUTC STRATEGIC PLAN

Winter Business Meeting January 13, 2008

### BACKGROUND

- A 2006 member survey indicated changes in CUTC's mission were warranted.
- At the summer CUTC meeting in June 2007, members and stakeholders participated in a SWOT exercise, forming the foundation for a new mission and vision.
- A strategic planning task force prioritized the SWOT results, and developed drafts of mission and vision statements.
- The CUTC Executive Committee provided input to the mission and vision statements and helped develop strategic goals at the AASHTO RAC meeting in Seattle in August 2007.
- During September 2007, the task force, with assistance from members of the Executive Committee, developed a preliminary draft.
- The CUTC Executive Committee approved the preliminary draft for review and comment by CUTC members and stakeholders on October 9, 2007 at the ARTBA meeting in Ft. Lauderdale.
- The preliminary draft for review and comment was distributed to CUTC members in mid-October 2007. The draft was revised accordingly.
- This final draft was prepared for discussion and action at the January 2008 CUTC Business Meeting.

### MISSION

CUTC provides national *transportation leadership* by effectively communicating and promoting the contributions of university transportation research, education, technology transfer, and workforce development.

### VISION

CUTC's vision for the future is to raise the profile of university research and education, so that university transportation centers are recognized and called upon for the knowledge creation, innovative research, and education necessary to have the best transportation system in the world.

## **GOALS**

### **1. Become the recognized spokesperson for university transportation research and education.**

#### Strategies

- ✓ *Be the clearinghouse and avenue for information exchange*
- ✓ *Stay engaged on national transportation research issues*
- ✓ *Facilitate the establishment of strong partnerships with stakeholders*
- ✓ *Periodically negotiate a consensus national policy statement with and for the CUTC membership*
- ✓ *Work with partner organizations to communicate CUTC's successes and needs to the federal government and national transportation community*

### **2. Facilitate an increased quantity and enhanced quality of the transportation workforce.**

#### Strategies

- ✓ *Create opportunities for partnering and leveraging experiences of students*
- ✓ *Continually monitor the changing workforce needs and promote the development of new education programs accordingly*

### **3. Support long term increased funding for university transportation research and education**

#### Strategies

- ✓ *Stress that economic competitiveness relies heavily on efficiently moving people and products*
- ✓ *Communicate the complexity of transportation issues*
- ✓ *Reinforce the interdependencies of research and education programs*

### **4. Communicate the positive contributions of CUTC to its members and the public**

#### Strategies

- ✓ *Be the clearinghouse and avenue for information exchange*
- ✓ *Create a forum for understanding and disseminating best practices (center management, program development, partnering)*

### **5. Develop and deploy an effective organizational structure for CUTC**

#### Strategies

- ✓ *Continually evaluate and reorganize the internal CUTC structure and administration to respond to the needs of the rapidly growing organization*





# Memorandum

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TO: CUTC Membership

FROM: CUTC Communications Task Force

CC: Executive Committee

DATE: June 11, 2013

RE: Protocol for Use of CUTC Membership Email Distribution List

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Dear CUTC members,

An issue has arisen regarding the use of the membership's email distribution list. The Executive Committee recognizes that this important tool is the council's primary form of communication with its membership. With this in mind, the Committee recommends that a protocol be set that specifies the type of information that is distributed via email. The Committee proposes that the distribution list is used only for the following types of announcements:

- Employment position openings;
- National student scholarship & awards competitions advertised by professional societies within the industry;
- Federal funding information and research initiatives with formal CUTC partners; and
- CUTC administrative and meeting information.

To submit an item above for distribution, please email Holly DiGangi at [hdigangi@artba.org](mailto:hdigangi@artba.org). The Committee acknowledges that although communication of other member center specific information is of great importance, it recommends that the council share this information through its social media pages (Twitter & Facebook) or through the council's website.

An official discussion and vote on this protocol will be held by the CUTC membership at the Annual Summer Meeting in Memphis, Tenn. June 10-12. If you have any specific concerns regarding this and are unable to attend the summer meeting, please submit them in writing to CUTC's Deputy Director, Holly DiGangi at [hdigangi@artba.org](mailto:hdigangi@artba.org).