

*Council of University Transportation Centers*

**Winter Business Meeting Agenda**

January 5, 2021

3:30 P.M. - 5:00 P.M. ET

Virtual Meeting via GoWebinar

1. Call to Order: Bhat
2. Self-Introductions: All
  - a. There were 83 individuals attending this meeting.
3. Minutes Approval: Szary
  - a. Szary provided an overview of the Summer Meeting minutes. The minutes were unanimously approved.
4. Treasurer's Report: McDonald
  - a. McDonald reported that CUTC remains financially healthy for 2020-2021. She reported the slow intake of CUTC membership dues, likely due to the COVID-19 pandemic and the transition to work-from-home.
  - b. 15 sponsors committed \$37,500.00 for the 2021 CUTC Banquet.
5. Management Service Team Transition: Bhat and Philbrick
  - a. Philbrick provided an overview of the RFP proposal collection, management, and review process, to the membership. Four management proposals were submitted. Two of the proposals, after careful review from the RFP Management Review Committee, moved forward to the formal interview stage. After interviews were completed, the committee made a formal recommendation to the CUTC Executive Committee. The Executive Committee agreed with the recommendation and have formally selected Meetings Northwest, Inc. as the new management service provider for CUTC.
6. Standing Committee and Task Force Reports
  - a. Event Preparation Committee: Rilett
    - i. Rilett updated the membership on the upcoming virtual CUTC Banquet preparations, noting that the event will have both pre-recorded video and live elements throughout the program.
    - ii. Kack provided a brief update on the 2021 Summer Meeting in Big Sky Montana. The meeting will be adjusted slightly due to the COVID-19 pandemic, remains hopeful for an in-person event. A website is available with more information and will provide any updates for the meeting.
    - iii. McDonald made note to thank both the industry and university sponsors for their continued support of the CUTC Banquet.
  - b. Coordination Committee: Sriraj
    - i. Racial Justice Webinar Series: Sriraj reported that the subcommittee met to propose a webinar series on the impacts of racial justice on the transportation industry. The committee has partnered with Texas A&M University to get the series started. A steering committee was created to plan the panel sessions, including discussions of the black experience in the industry. Suggestions for panel topics are welcome from the membership.

- c. Student & Professional Awards: McNeil/Hassan
  - i. McNeil provided an update on the 2020 student awards. She reported a drop to 51 submissions this year, largely due to the COVID-19 pandemic, but noted that there were plenty of reviewers for this year's award review process. The process went smoothly, in part thanks to the expanded Student Awards Committee.
  - ii. Hassan provided an update on the 2020 professional awards. She provided an overview of the submission, management, and review process, and summarized this year's winners.
  
- 7. UTC Reports and Journal Submissions (O'Brien)
  - a. O'Brien provided an overview of the current issues surrounding UTC reports and journal submissions related to UTC research, and reported a few updates, including that DOT would like to address this issue from a broader federal perspective. A survey will be sent out to the membership to collect input on challenges related to this issue to share with DOT. In summary, the issue is gaining momentum on the federal level and industry concerns are being heard.
  
- 8. Strategic Partners/Alliances (2-3 minutes each):
  - a. AASHTO RAC: O'Brien/Bhat/Philbrick
    - i. O'Brien that the focus has shifted from RAC to the Coordination and Collaboration Taskforce and reported that AASHTO is interested in supporting both the journal submission issue as the planned social justice webinar series.
  
  - b. ARTBA Research & Education Division (RED): Philbrick/Black
    - i. Philbrick provided an update on the RED Student Video Contest, reporting 54 submissions this year. She also encouraged the membership to register for the upcoming RED meeting in January and submit nominations for the 2020 Steinberg Award.
  
  - c. ENO Leadership Development Conference: O'Brien
    - i. O'Brien reported that ENO has not decided to hold an LDC for its 2021 class, and that they hope to carry over 2020 class who were not able to participate this year into the 2021 event.
  
  - d. TRB: O'Brien
    - i. O'Brien mentioned the continued planned coordination and support of TRB's Centennial program and reported that TRB is still interested in including the roaming centennial exhibit at the 2021 Summer Meeting.
  
  - e. APTA: Sriraj
    - i. No update at this time.
  
  - f. ASCE T&DI: Wang
    - i. Wang reported good process on the strategic partnership agreement and are waiting for ASCE T&DI leadership to review the agreement for approval.
  
  - g. ITE: Knodler
    - i. Knodler reported that the strategic partnership between ITE and CUTC is going well, reporting possible plans to use ITE platforms to disseminate UTC related research and engage practitioner-based research needs.
  
- 9. Recap of CUTC 2020-2021: Bhat
  - a. Bhat summarized the year's challenges with the pandemic but highlighted the success of streamlining CUTC internal procedures and processes; the CUTC Executive Committee remains confident in the plans to engage in several new initiatives in the new year.

10. Other items: Bhat

a. Future meetings:

- i. 2021 CUTC Summer Meeting: June 14-16, Big Sky, Montana
- ii. 2022 CUTC Summer Meeting: Florida International University

b. Bhat reminded the membership to join the CUTC Banquet.

11. Meeting Adjourned at 4:42 PM ET.