

Ancillary Unit Annual Report

Deadline: October 30, 2020

This report is required by [FAM 105.4 \(FSD 87-17.R6\) -- POLICY GUIDELINES FOR THE FORMATION AND REVIEW OF INSTITUTES AND CENTERS](#). The report is due by October 30th this year. **Please make sure to sign and forward scanned signed copies of the report. Thank you.

Basic Information	
Ancillary Unit's name	William and Barbara Leonard Transportation Center
Director(s)	Kimberly Collins
Administrator to whom the unit reports	Dr. Larry Rose, The Jack H. Brown College of Business and Public Administration
Purpose and current goals (as approved by Faculty Senate)	Research, Education, Community Engagement, and Operations.

Advisory Board	
Member	Affiliation
Doran J. Barnes	Executive Director, Foothill Transit
Matthew (Matt) Barth, Ph.D.	Professor of Electrical and Computer Engineering Director CE-CERT, UCR
Rick Bishop	Executive Director Western Riverside Council of Governments
Michael Beauchamp	District Director Caltrans District 8
Mike Burrows	Executive Director San Bernardino Airport Authority
Nicole Cleary	Alternate for Matthew Barth- Deputy Director, CE-CERT, UCR
Garry Cohoe, Council Chair	Senior Vice President Advanced Civil Technologies
Carrie Gilbreth	Senior Partner Westbound Communications
Paul Granillo	CEO and President Inland Empire Economic Partnership
Christopher Gray	Director of Transportation Western Riverside Council of Governments
Yunfei Hou, Ph.D.	Director, LTC Innovation Lab Assistant Professor Computer Science & Engineering CSUSB
Kome Ajise	Executive Director Southern California Association of Governments
Xudong Jia, Ph.D., P.E.	Professor and Chair of Civil Engineering California State Polytechnic University, Pomona
Josh Landis	Foothill Transit Alternative
William "Bill" R. Leonard	Capitol Commission volunteer State Legislator 1978-2002

	Board of Equalization 2003-2010, Secretary State and Consumer Services 2010
Frank Lin	Professor, Information and Decision Sciences CSUSB
Steven PonTell	President and Chief Executive Officer National Community Renaissance
Erin Rogers	Interim CEO OmniTrans
Lawrence C. Rose, Ph.D.	Dean, Jack H. Brown College of Business and Public Administration CSUSB
Liza Wilson (CSUSB Alumni)	Account Executive Sanofi Genzyme

Activities during previous academic year (2019 -2020)		
Activity (please describe)	Funds spent	Goal advanced (and extent)
LTC 2020 Regional Mobility Dialogue Series – Third year hosting the series. The Dialogue Series is an educational and interactive discussion bringing together community leaders in a discussion of how to best address the region’s mobility needs.	\$3,663	Regional Mobility Dialogue Series, 2019 completed, and 2020 wrapping up in December. Series successfully transferred to webinar format due to COVID-19. Gained a larger audience. Currently working with community planning committee on the 2021 series.
LTC Advisory Council Meeting – Every three months the LTC’s advisory council comes together to discuss the research agenda, possible projects, funding and gain their feedback and advise.	\$947	Moving into 2020, we have been hosting the council meetings via zoom. They continued support and feedback for all LTC activities based on our community strategic plan.
California Freight Advisory Committee Meeting – This Caltrans committee meets quarterly to develop the California Freight Mobility Plan.	\$535.00	The LTC hosted the January committee meeting, providing us with visibility and promotion of our programs.
Pathway to Logistics – Pathway’s purpose is to convene stakeholders; create synergy between current activities; and most importantly, develop opportunities for regional students and industry. The program is operated at San Bernardino’s Cajon High School, Chaffey College, and CSUSB.	\$5,765	Hired on industry consultant from December 2019 to June 2020, hosted all team meeting in October of 2019, and hired on student assistant in late June 2020.
Basemap TRACC Software Training – In the build out of the LTC’s Innovation Research & Teaching Lab, we have acquired	No Expenses	The LTC hosted a training for CSUSB faculty, staff, students, and advisory council members for

<p>new software including TRACC from Basemap. Currently on hold until we return to campus. Software interface allows users to generate meaningful outputs without the need of a mapping expert.</p>		<p>TRACC software end of February 2020. TRACC software uses imported data to run multi-modal journey time calculations.</p>
<p>Transportation Leadership, Planning and Performance Institute – Consists of 26 modules, plus a capstone project. Modules include reading assignments; lectures that outline the main concepts and theories; advanced discussion of the concepts through interviews with experts in the field; short essay assignments; certification quiz; and a feedback form.</p>	<p>No Expenses</p>	<p>Last cohort ended in Fall 2020. With the current changes in the transportation sector in California, the LTC is working with Caltrans to obtain additional funding to update the TLPPI. The LTC Director has been teaching this certificate program without any additional support.</p>
<p>LTC Student Research Challenge – This program has five regional students, two from CSUSB, two from CalPoly Pomona, and one from University of California Riverside (UCR) and faculty members from the respective universities. The group is researching equity and sustainability in the context of the transportation system of the Inland Empire.</p>	<p>No Expenses</p>	<p>Students began project in July of 2020 and are currently in the process of gathering and compiling research.</p>
<p>LTC Publications – Developed a series of Transportation Teaching Case Studies based on the LTC Dialogue Series. Case studies were edited professionally.</p>	<p>\$5,400</p>	<p>Generated from the 2018 and 2019 Transportation Dialogues, the LTC developed a book of Transportation Case Studies for use in the classroom. Plan to publish this work and other applied teaching materials to Amazon Marketplace soon for purchase.</p>
<p>Grant Writing – The LTC applied for two federal grants and a state grant to support the activities of the LTC.</p>	<p>\$13,500</p>	<p>Hired on a grant writer to assist with the process.</p>
<p>Transportation Talks – Based on our Regional Mobility Dialogue Series, the Transportation Talks are an extension to the series itself. These Transportation Talks are a treasure trove of rich information</p>	<p>No Expenses</p>	<p>Staff edited the Transportation Talks into video presentations that are now accessible through the LTC website. They are a resource for instruction in the classroom and provide awareness in the community and insights from the industry.</p>

that are highly pertinent and relevant to the industry.		
Faculty Fellowship Program – This program supports junior faculty as they test new research ideas, pursue unique collaborations, and build a network of colleagues who share their interest in improving the transportation systems in our local community.	\$2,000	In 2019-20 hired on one student to support junior faculty research. We are currently in process of recruiting faculty fellows for the 2021-22 academic year.

Use of funds				
	Internal funds		External funds	
	Previous academic year	Current academic year (projected)	Previous academic year	Current academic year (projected)
A. Salaries	\$50,675	\$65,000	\$35,297	\$109,977
B. Assigned time	\$24,000	\$35,000	\$N/A	\$N/A
C. Telephone/fax	\$N/A	\$N/A	\$371	\$371
D. Office supplies	\$	\$	\$708	\$500
E. Other	\$5,500	\$4,000	\$7,034	\$8,600
Total	\$80,175	\$104,000	\$42,702	\$119,448
<i>On a separate sheet, please itemize A., B., and E.</i>				

Please also describe planned activities for the current academic year:

- **LTC Regional Mobility Dialogue Series Continued in 2021** – For the 2020 Dialogue Series we switched over to a live webinar format and received positive feedback from participants. We reached a larger audience and will continue to host the Dialogues online into 2021. The series is an educational and interactive discussion bringing together community leaders in a discussion of how to best address the region’s mobility needs. The events started in February 2017 and have continued to receive growing support from our sponsors.
- **Pathway to Logistics** – Continuing to implement the Pathway, recruit students and grow the number of stakeholders involved. The LTC is working with the Department of Information Decision Sciences faculty, CSUSB’s GearUp program, and regional stakeholders on the Pathway to Logistics. The Pathway’s purpose is to convene stakeholders; create synergy between current activities; and most importantly, develop opportunities for regional students and industry. The program is operated at San Bernardino’s Cajon High School, Chaffey College, and CSUSB.
- **IEGO** – Center for Excellence in Sustainable Logistics – The LTC is working with the President’s Office at CSUSB, UCR, Georgia Tech, and community leaders/regional universities in developing an educational and research program on sustainable logistics for the I.E. It is expected that faculty across CSUSB will be engaged as a part of this initiative.
- **2021 Student Research Challenge** – The LTC will launch the second Student Research Challenge, collaborating with UCR and CPP. A topic has already been

selected, the students will be working with big data and policy to improve the Inland Empire's public transit systems.

- **Junior Faculty Research Fellowship** - The Leonard Transportation Center Junior Faculty Fellowship program recognizes and supports junior faculty to conduct transportation-related research in the Inland Empire. The one-year fellowship includes a stipend up to \$10,000. The fellowship supports junior faculty as they test new research ideas, pursue unique collaborations and build a network of colleagues who share their interest in improving the transportation systems in our local community. Multidisciplinary research and faculty-student collaboration are encouraged, preference will be given to proposals in the following areas:
 - Understanding the challenges and finding possible solutions for enhanced transportation mobility in suburban, inland ports
 - Emerging applications in the transportation systems and transportation cybersecurity
- **Professional Development Programs** – The Center will focus on a number of different professional development certificates for the community. This includes the TLPPI and other certificate concepts already developed.
- **Research Grant Writing** – The LTC will continue to apply for outside funding to support our initiatives.
- **LTC Press** – We will continue to develop publications to sell on Amazon Market Place.

A., B., and E Itemized -
Reporting Period Internal:

A. Salaries:

- Salaries for the reporting period were used for Pathway to Logistics personnel support.
 - LTC Administrative Support Coordinator - \$40,000
 - Student Assistant - \$675
 - Pathway Coordinator - \$5,000
 - Director Summer Salary - \$5,000

B. Assigned Time:

- Overhead for the Executive Director of the Center for project management purposes.
 - \$24,000

E. Other:

- Marketing - \$2,500 – 2019
- Computer - \$3,000 – 2019

Current Projected Internal:

A. Salaries:

- Salaries for the current academic year go towards: Graduate and undergrad student workers who will assist with the LTC Student Research Transportation Challenge Project. It will also be used for faculty, junior faculty, and administrative oversight salary purposes.
 - LTC Administrative Support Coordinator - \$40,000
 - Pathway Students - \$25,000

B. Overhead for the Executive Director of the Center for project management purposes.

➤ \$35,000

E. Other expenses include:

C. Marketing money for the Pathway to Logistics

➤ Marketing - \$4,000

Reporting Period External:

A. Salaries:

D. Salaries for the external reporting period were for LTC administrative support.

- Student Assistant - \$6,920
- LTC Internship Fund - \$1,233
- Graduate Assistant (Paid for by LTC) - \$6,244
- Grant Writing - \$13,500
- Publication Editing - \$5,400
- Faculty Fellowship Program- \$2,000

B. N/A

E. Other Expenses:

E. Events/Meetings

- LTC Dialogue Series - \$3,663
- California Freight Meeting - \$535
- Advisory Council Meetings - \$947

F. Membership renewals, conferences

- Membership Renewal - \$1,186
- Conference Fees - \$703

Current Projected External:

A. Salaries:

G. Salaries for the current projected academic year are used for administrative support and LTC research support.

- Research Challenge Students/Faculty Advisors - \$75,000
- Administrative Summer Salary - \$12,500
- Graduate Assistant (Paid for by LTC) - \$6,244
- Grant Writing/Publication - \$5,000
- Faculty Fellowship Program- \$10,000
- LTC Internship Fund - \$1,233

B. N/A

E. Other:

H. Tech Center Development

➤ \$1,500

I. Events/Meetings

➤ \$5,000

J. Membership renewal, conferences

➤ \$1,100

➤ \$1,000

Kelsey W.

Director Signature		(Co-)Director Signature
Unit Reporting Person recommendation		
Name and title:		
	Keep on active status.	
	Move to probationary status.	
	Move to inactive status.	
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary: See comments on attached sheet.		

Unit Reporting Person Signature	Date
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Educational Policy and Resources Committee recommendation (Only after 3 or 5 year review)	
	Keep on active status.
	Move to probationary status.
	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

EPRC Chair Signature	Date
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Provost recommendation (Only after 3 or 5 year review)	
	Keep on active status.
	Move to probationary status.
	Move to inactive status.
Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:	

Provost Signature	Date
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President decision (Only after 3 or 5 year review)	
	Keep on active status.
	Move to probationary status.
	Move to inactive status.

Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary:

President Signature

Date

Ancillary Unit Report – 2019-2020

Unit Reporting Person Comments

Unit: William and Barbara Leonard Transportation Center

They have an advisory board. Activities in the reporting period included: LT 2020 Regional Mobility Dialogue Series which is an educational and interactive discussion with community leaders on the region's mobility needs, California Freight Advisory Committee meetings to discuss California's Freight Mobility Plan, Pathway to Logistics support to create opportunities for regional students to find jobs in transportation, Basemap, LTC Innovation Research and Teaching Lab where students, faculty, staff and advisory council members can access relevant research and data, Transportation Leadership, Planning and Performance Institute for Caltrans employees, LTC Student Research Challenge where students from CSUSB, CalPoly Pomona and the University of California Riverside and faculty research equity and sustainability of transportation in the IE. Other activities include: LTC publications, grant writing, and the faculty fellowship program which supports junior faculty interested in transportation issues. The estimate of the use of funds for 2019-2020 indicates LTC is sustainable and is increasing its external funding sources.

X 

Lawrence C. Rose, Dean