

ADVISORY COMMITTEE ON TRANSPORTATION (ACT)

Statement of Purpose

This statement of purpose replaces the role and responsibility statement that was adopted effective July 1994 for the former Traffic and Parking Advisory Committee. Effective June 2002, the Vice Chancellor for Finance and Administration is reconstituting a new committee to advise on strategies for convenient, easy to use, and safe transportation access to the campus; and to respond to the changing access needs of faculty, students, staff, patients and visitors to the University and UNC Hospitals on a continuous year-round basis. The committee's specific responsibilities are the following:

- Gain an understanding of the goals of the campus master plan approved by the Board of Trustees and the binding traffic and transit requirements of the companion development plan approved by the Town of Chapel Hill.
- Consider the University's desire to become more environmentally responsible.
- With assistance from the Department of Public Safety (DPS), conduct periodic surveys of campus constituencies to identify access *needs* for a planning period of five years. Advise on *priorities* for addressing these needs. The Committee should do its best to understand, represent, and balance the needs of all who must get to, from, and around the campus on a 7/24 basis.
- Evaluate efficiency, effectiveness, and user satisfaction of levels of various access options and advise on improvements needed and their priority.
- Based upon options for meeting needs that have been identified by DPS staff, advise on the most appropriate and cost-effective strategies for providing a balanced and flexible menu of access choices, when and where they are most needed, and considering resource and pricing limitations.
- Review, discuss, and provide advice on an initial five-year plan and revisions/additions to the plan in each subsequent year.
- Assist the Director of DPS in developing a communication plan to inform the campus community about access issues. Participate actively as spokespersons and representatives for the Committee, as it deems necessary, to facilitate communication efforts. Solicit and regularly receive input from the campus community when change strategies are under consideration. Advise on the creation and advertisement of a Website to inform the campus community about access issues, the committee's deliberations, and available choices for getting to, from, and around campus, and the five-year campus access plan. Advise on other special publicity as needed.
- Provide a written report and a briefing annually to the Vice Chancellor for Finance and Administration that includes all recommendations concerning policies, procedures, access strategies, and fees that are needed to implement the five-year plan.
- Coordinate with other established committees, such as Building and Grounds, Pedestrian Safety, and Disability Advisory Committee.

Membership

A Committee not to exceed 11 members, plus the Chair, will be appointed by the Vice Chancellor for Finance and Administration and shall be broadly representative of all primary campus constituencies. The Committee shall be chaired by the Director of Public Safety (ex officio). One representative will be appointed, based upon a nomination process, from the following areas: Faculty Council, Employee Forum, the Student Body, Graduate and Professional Students, Athletics, UNC Hospitals, Academic Affairs Units and Health Affairs Units (one each nominated by the Provost) and Student Affairs. The Directors of the Chapel Hill Transit Service and the Triangle Transit Authority, or their designees, shall also be invited to serve on the Committee. To the extent possible, members will serve staggered terms for a period of up to three years to promote continuity.

Chair and Vice Chair

The Director of the DPS shall serve, ex officio, as chair of ACT to assure continuity and informed leadership for discussions. The Chair shall select a Vice Chair to serve a term of up to three years and to assist in organizing and carrying out the committee's work. The Chair and Vice Chair shall work together to set goals for each annual meeting cycle, develop meeting schedules, plan agendas for meetings, and identify information needed for Committee discussion. The Chair and Vice Chair shall assure that reports to the Vice Chancellor for Finance and Administration are circulated to and agreed upon by Committee members and are posted to the Committee's Website.

Committee Procedures

The Committee's role is to provide diverse perspectives and advice. The Committee's composition is intended to bring together the perspectives of primary constituencies concerning important transportation access issues that require attention to assure a successful and vibrant University community. Because members are not elected to serve as a proportionately representative, oversight, policy or rulemaking body, it is neither appropriate that the Committee cast votes on proposals or recommendations nor spend time reviewing and critiquing DPS budgets. As an advisory group, the Committee must understand that the University has many competing needs and limited resources, and thus not every recommendation can be implemented by the University administration.

Although the Committee should take all concerns seriously, it should endeavor to provide advice that is consistent with the master plan and the development plan and will be viewed as balanced, objective, fair, practical, and in the best interests of the entire campus community. The Committee will work year-round on a June to May cycle. It may organize its work, as it deems appropriate.

The Committee is encouraged to keep a record or minutes of its meetings and post updates to its Website to assure that the campus receives accurate, complete and timely information and facts. Opposing points of view shall be fully discussed, and if not completely resolved, shall be reflected in the Committee's final report. At the end of each annual cycle, the Committee should conduct a self-evaluation of its work and recommend changes that will make the Committee's deliberations more effective in the next cycle.