

Higher Education Council Charter

Purpose

Provide an inclusive forum for ACT members that focuses on any and all transportation-related activity* in higher education. The Council will address shared issues, encourage information sharing, expand awareness, advance future trends and technologies, and advance policies that support equitable access to all types of campus transportation and mobility programs.

**Transportation-related activity may include but is not limited to: delivery/operations of transportation services, parking services, mobility access/accessibility/equity, research, piloting new mobility services, human resources, workforce development, academic programs, career services, sustainability/green initiatives, and community events, partnerships and “town-gown” community relations.*

Focus Areas

- 1. Create a venue for the multitude of unique stake holder groups within a higher education setting working on transportation and mobility issues that come together to aggregate, share, and communicate issues impacting the higher education campus setting and beyond.**
The Council will identify opportunities to include departments and campus activities affected by transportation. These opportunities could include parking; students and career services; workforce development; disability services; research departments; academic programs including urban planning, sustainability/green initiatives, and engineering; marketing; and annual demographic and programmatic data collection.
- 2. Support students to nurture the next generation of TDM professionals.**
The Council will create a standing student committee, made up of student ACT members as well as higher education professionals working with students or looking to support student participation. The Council will intentionally engage students about their experiences, ideas, and approaches. The Council will also collaborate with other councils and the broader ACT membership to identify opportunities for students interested in TDM.
- 3. Develop resources to facilitate best practices, research, and other opportunities that advance the industry.**
The Council will develop sector-specific content to help members learn best practices, share knowledge, address transportation related activities, and plan conference sessions. By developing higher education-specific content, the Council will support the professional development of its members as well as attract new members looking to learn from experienced practitioners. The Council should also develop bench marking tools, charts, or trackers to establish industry standards.
- 4. Raise awareness of and respond to public policy issues that could impact higher education members.**
The Council will work to educate the membership on policies issues that touch higher education communities of all kinds, including issues related to commute trip reduction laws, employer

benefits, zoning, available grant funding, workforce development, human resources, environmental shifts, UTC funding, transportation research, and more, at the state, federal, and local level.

Membership & Structure

- Membership will be open to all members of ACT.
- Leadership of the Council will include a Chair, Vice Chair, Secretary, and Student Liaison each serving a 2-year term.
- The Council will include a Student Committee, and a student member will be elected to serve as the liaison to the Council Leadership to represent the student point of view.
- The Council may create additional committees within the Council to reflect the needs of the membership.
- Council leaders shall submit and agree to ACT's Conflict of Interest policy.
- Initial leadership of the Council will be appointed by the ACT Executive Committee through the submission of Statements of Interest. Thereafter, leadership of the Council will be selected through a vote of Council members.
- Proposals for council positions must be noted on meeting agendas and be approved by a majority of the participants at a meeting.
- Any and all decisions of the Council regarding policy positions or related topics, must be coordinated with and submitted to the ACT Public Policy Committee for final approval.

Council Meetings & Responsibilities

- The Council shall meet at least four times per year and hold at least one in-person meeting during the International Conference.
- Council meetings must be scheduled and posted on the ACT Calendar at least two weeks prior to the meeting date.
- The Council shall submit a report to the Board of Directors each quarter.
- The Council shall develop and submit an annual work plan to the Board of Directors.
- The Council shall be responsible for developing and coordinating two sessions at the International Conference.

Resources & Budget

- The Council may request resources as part of ACT's annual budget process or through a request to the Board during one of its quarterly in-person meetings.
- The Council may, with approval of the Executive Director, solicit funding to advance research or support council activities.
- The Council will use ACT's web conference software for all meetings.