

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-007-201

Alternative Transportation Committee (ATC) Bylaws

Academic Affairs Committee

Date: February 3, 2021

Executive Committee  
Received and Forwarded

Date: February 17, 2021

Academic Senate

Date: March 10, 2021  
First Reading

**Background****Your Name:** John Lloyd**Your Email:** jplloyd@cpp.edu**Title of Referral:** ATC Bylaws**Names and Titles of proponents:** Dr. John Lloyd, Professor of History, Chair of TAC.  
Danny Wu, Director of Transportation Planning, CPP, co-Chair of TAC.**Keywords:** TAC ATC Transportation**Is there a deadline by when this referral needs to be considered by the Academic Senate?:** Yes**Deadline Date:** Apr 01, 2021**Justification for deadline:** Would like new bylaws to be approved in time to be in compliance with CSU policy by fall 2021. Senate will appoint 2 faculty members. Deadline will give Senate sufficient time to process those appointments before summer break.**Background:** In 2017, the Academic Senate of Cal Poly Pomona, in conjunction with ASI Senate, established the Transportation Advisory Committee (TAC), which serves an advising function studying and recommending campus transportation alternatives that enhance access, affordability, and sustainability. The CSU, after studying our TAC as well as other similar committees, issued a policy requiring each CSU campus to establish an Alternative Transportation Committee (ATC), with a basic structure that includes 2 faculty representatives, as TAC currently contains. The functions of the committee remain largely the same, though there are some minor alterations to committee composition and role, these regularize the committee's work, so that it is more effective in the short term and long term. ASI Cabinet, the President's Chief of Staff Nicole Hawkes, and the current TAC have all reviewed and approved these revised bylaws.**Recommended Resources:** Danny Wu, John Lloyd**Attachment 1:**<https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/703510146/bylawsaltranspcmte110620draft.docx>

**Discussion:**

In reviewing the bylaws, on discrepancy was discovered. The ATC clarified and provided a clean copy. We appreciate the quick clarification from the ATC.

Overall, this change is to codify an existing committee. This committee is necessary for compliance with CSU policy.

**Recommendations:**

The committee recommends approving the ATC Committee Bylaws. The bylaws are included below for your reference.

**CPP Alternative Transportation Committee**  
**Draft Bylaws**

**PURPOSE**

Education Code Section 89701(b)(4) and adopted Parking & Transportation policy of the CSU require each CSU campus to form an Alternative Transportation Committee (ATC) and investigate and consider alternative transportation strategies, as determined by that Committee, before any funds can be allocated for the construction of parking facilities.

The purpose of the ATC is to assist the campus in identifying and prioritizing recommended opportunities to improve pedestrian, bicycling, transit and other non-single occupancy vehicle commute modes to overcome barriers to their use by members of the campus community. The Committee shall be responsible for analyzing and evaluating the campus' existing transportation programs and challenges and recommending plans and strategies to increase equitable access, and cost-effective and sustainable transportation options.

Since May 2017, Cal Poly Pomona has had a standing Transportation Advisory Committee (TAC) that has been charged with a similar role and function at the University. The purpose of the TAC has been to advise the University on issues, priorities, and policies related to campus transportation. This Committee originated as an ASI ad hoc TAC in response to Alternative Transportation resolutions passed by the ASI Senate and the Academic Senate, respectively. The members of the TAC voted unanimously to support a more permanent, campus-wide iteration of the Committee, after consultation with the President's Office and both the ASI Senate and Academic Senate.

The purpose of these Bylaws is to officially align and merge the functions of the TAC with the new, CSU mandated Alternative Transportation Committee (ATC) requirements and composition. This new standing Committee will replace the former TAC, but its charge and the shared-governance decision-making structure, which are rooted in the origins of the TAC, shall remain. The new ATC will take effect in Fall 2021, after approval of the Academic Senate and ASI Senate, with AY 2020-21 being a transition period. **BACKGROUND**

An ASI ad hoc Transportation Advisory Committee (TAC) was established in 2016-2017 in response to an ASI Senate resolution (ASI SR 2015-2016:01) passed in November 2015, and a subsequent Academic Senate resolution calling, in part, for the University to promote alternative transportation, make the campus more accessible by transit and bicycle, as well as explore improvements in pedestrian safety. Such an outcome required collaboration with the University, local governments, and area transit agencies. Because the effort to plan and implement such programs and infrastructure improvements impacted the campus beyond the 2016-2017 academic year, the ASI Senate and Academic Senate agreed to make the ad hoc committee a permanent, university-wide committee in May 2017 to provide outreach to the campus community and advice to the University on these important issues that are germane to the University's commitments to equity, access, affordability, student success, and environmental sustainability.

## **BYLAWS**

The Committee will maintain written bylaws that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the Committee members, general procedures of the committee, member duties, meeting schedule, and the general noticing requirements and engagement processes.

The rules contained in the current edition of Roberts Rules of Order newly revised shall govern the Committee's conduct of business to the extent that they are not inconsistent with these bylaws.

These bylaws may be amended by a majority vote of the Committee.

## **ROLE AND RESPONSIBILITIES**

Among other activities, the Committee will:

1. Facilitate the discussion of sustainable transportation options to and from campus;
2. Facilitate education and awareness of transportation services on campus;
3. Provide guidance to the University based on feedback from students, faculty, and staff regarding transportation matters;
4. Develop a report of the campus' transportation needs and recommendations to increase bicycle, pedestrian and transit commute mode share and improve campus user and visitor experience;
5. Provide representation on the Campus Master Plan Committee and input on the transportation elements of the Campus Master Plan, and monitor implementation of those elements;
6. Provide input to the development of the campus Transportation Demand Management (TDM) Plan, which is aimed at reducing single occupancy vehicles (SOV) usage and vehicle miles traveled (VMT) to campus;
7. Evaluate the effectiveness of the campus' TDM strategies through cost/benefit analysis and hourly utilization of various transportation modes;
8. Identify and recommend TDM strategies to prioritize for campus investment and help request/seek funding for those strategies;
9. Use campus transportation performance data to recommend new programs and/or changes in strategy;
10. Assist in determining the need for the construction of new parking assets or improvement of existing parking assets;
11. In the event a new parking improvement and/or facility is needed, provide a letter to confirm the recommendation of the Alternative Transportation Committee;

12. Prepare annual report to the President and University Cabinet, and periodic updates to the ASI Senate, Academic Senate and Staff Council.

In carrying out its purpose, the Committee shall:

- Provide a campus forum for the discussion of transportation and mobility concerns, and a means to convey campus community views on parking and transportation matters, and needed alternative transportation improvements to the President's Office.
- Assist in the dissemination of information about transportation services to the various ridership groups, such as: faculty/staff, students, low-income residents, individuals with limited English proficiency (LEP), and individuals with disabilities, throughout campus.

Members of the Committee are asked to:

- Come prepared to achieve meeting objectives described in the published agenda
- Listen and appreciate a diversity of views and opinions
- Actively participate
- Focus on the agreed scope of the Committee
- Attend all meetings in a timely manner
- Notify the Executive Director/Chairperson if unable to attend a meeting
- Support and respect each other's opinions
- Not speak to the media on behalf of the group unless consent has been provided in writing from the Executive Director/Chairperson

#### **COMMITTEE MEMEBERSHIP AND APPOINTMENT PROCESS**

The standing Committee will be comprised of eleven (11) members, including 9 voting member and 2 non-voting members. The membership of the ATC will be determined by the President or his/her designee and will consist of:

1. Two (2) students - recommended by the President, and/or Associated Students, Inc.; 1-year term (may be reappointed)
2. Two (2) faculty - recommended by the Academic Senate; 2-year term (may be reappointed)
3. Two (2) staff representatives; 2-year term (may be reappointed)
4. Executive Director of Transportation & Planning - Chairperson; Ex-Officio; indefinite term
5. Parking Director - Ex-Officio; indefinite term
6. Sustainability Coordinator - Ex-Officio; indefinite term
7. One (1) representative from the Chancellor's Office - designated by the Chancellor's Office, non-voting member; indefinite term
8. <optional> Local transportation agency representatives; Ex-Officio, non-voting member; indefinite term

Recommendations for membership from campus constituencies should consider the backgrounds of the persons selected to ensure that faculty/staff and students with disabilities and students from disadvantage communities are represented. Committee members should be knowledgeable about the public transportation and bicycle/pedestrian needs of students and faculty/staff.

A member whose term has expired may apply and be considered for re-appointment through the established nomination and appointment process. There is no limit on the number of times a member may be re-appointed to serve on the Committee.

## **RESIGNATIONS/VACANCIES**

Should a member need to resign from the Committee, they may do so by informing the Chairperson in writing. At such time, the Committee may fill the vacancy by the appointment process. When a vacancy occurs, the Chairperson shall immediately notify the appointing authority if relevant and such appointing bodies or individuals shall, as soon as possible thereafter, nominate and appoint a new member, having the necessary characteristics as prescribed herein to fill the vacated membership for the unexpired term of the resigned member.

## **FRIENDS OF THE COMMITTEE**

Membership requires a formal process; however, participation in Committee activities is not limited to members. Active participants who are not members are called “friends” of a committee. “Friends of the Committee” comprise of interested campus stakeholders who serve in a non-voting capacity and must be nominated by the Chairperson.

## **SUBCOMMITTEES/TASK FORCES/WORKING GROUPS**

The Chairperson may from time to time, subject to Committee approval, establish subcommittees, task forces, or working groups composed of Committee members and non-Committee members for such purposes and terms as deemed necessary or useful to assist the Committee in accomplishing its purposes, duties, and responsibilities.

The Chairperson and the Committee will endeavor to include student and faculty participation in subcommittees, working groups, and task forces, whenever possible. The number of members, their affiliation, and their terms will be defined by majority vote of the Committee members on a case-by-case basis. Membership and composition of any subcommittees or task forces shall be reviewed annually by the Chairperson after the appointment of new members in accordance with the bylaws.

## **TERM OF OFFICE**

Membership for faculty and staff shall be for a period of two (2) years, staggered to ensure continuity. Students shall be appointed annually for 1-year terms by ASI. Terms shall begin on Oct. 1 and end on Sept. 30 two years later.

See **Appendix A** for the most current roster of Committee and Friends of the Committee members which will be updated annually or as new/re-appointments are made.

## **MEETING FREQUENCY**

The standing Committee will meet once a month, unless the meeting is canceled or postponed. The exact date, time and location will be agreed upon by Committee members. Additional meetings may be necessary to complete the work of the Committee. The meetings will be held on campus unless otherwise announced. (Note: During the COVID-19 pandemic, all meetings will be virtual until further notice).

## **QUORUM**

More than 50 percent of the currently appointed Committee shall constitute a quorum for the conduct of business at any meeting.

## **ATTENDANCE**

For meetings to take place in an effective way, a minimum of five members must be present. At the beginning of each meeting, the Chairperson will call the meeting to order and take a roll call of attendees.

If a Committee member fails to attend three (3) regular meetings within a one-year period without excuse, the Chairperson will consider this a voluntary resignation and may fill the vacancy by the appointment process.

### **MEETING AGENDA**

Meeting agendas will be provided to members approximately three days prior to the meeting. Background materials may be included with the agenda for prereading and meeting preparation.

### **MEETING MINUTES**

Meeting discussions and outcomes will be documented in minutes by the Executive Assistant and made available in a timely fashion via the Committee's website or share folder site. Approval of meeting minutes for the immediate past meeting shall be acted upon by Committee members and recorded.

### **CONFLICT OF INTEREST**

Any apparent, potential, or perceived conflict of interest in matters that may be considered by the Committee should be declared to the Chairperson prior to public meetings to ensure the group's future accountability, transparency, and success. A member shall also declare the apparent, potential, or perceived conflict of interest during public meetings.

### **PRESENTATIONS/INFORMATION ITEMS**

Information items are presentations not requiring a formal action or vote of the Committee, and shall be considered "Receive and File" items.

### **ACTION ITEMS**

All action items of the Committee shall be a motion passed by a majority of the members present and voting. When appropriate for clarification purposes or requested by a member, the Chairperson shall restate each motion immediately following its introduction.

In situations where extensive discussion or debate occurs following its introduction of a motion, or when an amendment(s) is/are made to a motion, the Chairperson shall restate each motion immediately prior to calling for the vote. Following the vote, the Chairperson shall announce whether the motion carried or was defeated.

### **ANNUAL REPORTING**

The ATC will make annual, written recommendations to the President and University Cabinet on issues related to transportation, including, for example, street infrastructure; transit accessibility; transit pass programs; roadway safety for all road users; active transportation access, promotion, and safety; programs to reduce campus vehicle miles traveled (VMT) and single occupant vehicle (SOV) usage; general improvements to campus mobility and parking efficiency.

The Committee will furnish an annual report of its activities and recommendations to the President and Cabinet every spring term.

**AMENDMENTS**

Substantive changes to these bylaws, including fundamental changes to the purpose and intent of the Committee and to its composition and authority, may be amended by a two-thirds (2/3) vote of the Committee members present, provided that written notice setting forth in detail the content of the proposed amendment(s) has been given to the Committee members at least ten (10) days prior to the meeting. Upon adoption by the Committee, these bylaws and any amendments hereto shall be submitted to the ASI Senate and Academic Senate for its review and concurrence. No amendment shall be effective until concurred by the ASI Senate and Academic Senate.

Non-substantive changes to these bylaws such as new or modified administrative language or clarifications to the text, may be approved by two-thirds vote of the Committee without concurrence by the ASI Senate and Academic. Routine updates to the Committee and Friends of the Committee roster may be handled administratively by the Chairperson or his/her designee.

**APPENDIX A**  
**Draft AY 2021-22 Committee and Friends Roster**

#	Name	Title	Role	Affiliation	Term
<b>Standing Committee Member</b>					
1	Dr. John Lloyd	Professor	Co-Chair/ Faculty	History Dept.	2023
2	Mr. Danny Wu	Executive Director, Transportation & Planning	Co-Chair/ Ex- Officio	Transportation & Planning	Indefinite
3	Mr. Kiernan McCloskey	4 <sup>th</sup> Year Civil Engineering Student	Student	Associated Students Incorporated	2022
4	Mr. Henry Ly	ASI Senator from CLASS	Student	Associated Students Incorporated	2022
5	Dr. Gwen Urey	Professor	Faculty	Urban & Regional Planning Dept.	2023
6	Ms. Esther Tanaka	Director	Staff	Strategic Communications Dept.	2023
7	Ms. Frances Teves	Assistant Vice President	Staff	Government & External Affairs	2023
8	Mr. Mike Yu	Parking Director	Ex-Officio	Parking Office	Indefinite
9	Ms. Monika Kamboures	Sustainability Coordinator	Ex-Officio	Sustainability Office	Indefinite
10	Ms. Andrea Padilla (invited)	Transportation & Climate Adaptation Analyst	Non-voting	Chancellor's Office	Indefinite
11	Hendy Satya (invited)	Foothill Transit Marketing & Communications Manager	Ex-Officio, Non-voting	Local Transportation Representative	Indefinite
<b>Friends of the Committee (Non-Voting)</b>					
1	Ms. Nicole Hawkes	Chief of Staff	Staff	Office of the President	N/A
2	Ms. Saccara Lim	Executive Assistant	Staff	Office of the President	N/A
3	Mr. Dario Robinson	Chief of Police	Staff	University Police Department	N/A
4	Ms. Liz Roosa Millar	Executive Director	Staff	Associated Students Incorporated	N/A
5	Ms. Michelle Ellis Viorato	Government & External Affairs Analyst	Staff	Government & External Affairs	N/A
6	Dr. Richard Willson	Professor	Faculty	Urban & Regional Planning Dept.	N/A
7	Dr. Wen Cheng	Professor	Faculty	Civil Engineering Dept.	N/A
8	Dr. Jessie Vallejo	Assistant Professor	Faculty	Music Dept.	N/A
9	Dr. Kelly Huh	Assistant Professor	Faculty	Geography Dept.	N/A

10	Dr. So-Ra Baek	Assistant Professor	Faculty	Urban & Regional Planning Dept.	N/A
11	Mr. Brian Garcia	Assistant Professor	Faculty	Urban & Regional Planning Dept.	N/A
12	Ms. Elizabeth Zangenberg	Student	Student	Lyle Center	N/A