

Parking and Transportation Planning for Virginia Commonwealth University
Last Updated 12/06/2016

I. Overview and Purpose

Parking and Transportation planning is derived from the University's strategic plan. Several committees, representing key University constituencies, work together to provide Parking and transportation governance for the University. This governance sets forth protocols to ensure parking and transportation decisions for Virginia Commonwealth University are strategically aligned, collaborative, well-informed, evidence-based, sustainable, executable, and resourced.

II. Parking and Transportation Planning Governance

The various aspects of planning for the physical facilities needs of the University is accomplished by the following groups:

- The President's Cabinet serving in the role of Parking and Transportation Executive Sponsors
- The University Budget Committee
- The Facilities Planning Steering Committee (the chair of the Parking and Transportation Advisory Committee Serves on this committee in a liaison role)
- The Parking and Transportation Advisory Committee

President's Cabinet Serving in the Role of Facilities Planning Executive Sponsors The Cabinet is responsible for reviewing proposed parking and transportation decisions for Virginia Commonwealth University and for providing recommendations to the President based on reports, presentations, business plans and recommendations developed by the Parking and Transportation Advisory Committee. Final decision authority resides with the President with required approval from Board of Visitors.

Responsibilities:

Strategic Direction and Prioritization – Recommend the strategic direction and priorities for parking and transportation for the University.

Alignment - Ensure alignment between parking and transportation planning and the University's strategic plan.

Integration - Provide the necessary integration among academic, research, health system, and parking and transportation planning.

Acquisitions - Review proposed real estate acquisitions and make recommendations to the President.

Policy Review - Review proposed policies and recommend adopting policies in the best interest of the

University.

Decisions - Review proposed parking and transportation related decisions that require Board of Visitor approval and make recommendations to the President. Proposals are submitted to the Board of Visitors for review and adoption upon the recommendation of the President.

Yearly Report Review - Review the parking and transportation Advisory Committee's yearly report which includes updates on capital projects, deferred maintenance, policies, and financial performance. Provide input and direction as needed.

University Budget Committee

The University Budget Committee is responsible for reviewing the financial and prioritization plans related to capital improvement projects including proposed real estate purchases based on reports, presentations, business plans and recommendations developed by the parking and transportation Advisory Committee and reviewed by the Facilities Planning Steering Committee. The Budget Committee reviews the business plans for proposed projects before bringing items to the Cabinet for review and comment.

Facilities Planning Steering Committee

The Facilities Planning Steering Committee develops, presents and provides reports, presentations, business plans and recommendations to the Vice President for Administration, the University Budget Committee and the President's Cabinet to assist them in making well-informed evidence-based facilities recommendations for Virginia Commonwealth University to the President. Parking and transportation projects with facilities impacts must be coordinated with the Facilities Planning Steering Committee.

Parking and Transportation Advisory Committee

The Parking and Transportation Advisory Committee provides reports, presentations, and recommendations to the Vice President for Administration, the Facilities Planning Steering Committee, and the Parking and transportation Executive Sponsors to assist them in setting Parking and transportation policy and recommending infrastructure decisions.

Overview

Parking and transportation is an auxiliary function. Services are provided to meet University-wide needs including those for academic, students, health care, and athletics.

Specific Responsibilities of the Parking and Transportation Advisory Committee

- **Advising** - Provide reports, presentations, and recommendations to the Vice President for Administration and the Parking and Transportation Executive Sponsors to assist them in setting parking and transportation policy. Review, discuss, and provide input and advice on parking policy and transportation needs.
- **Planning** – Actively participate in VCU's Parking and Transportation planning efforts in order to present recommendations that are environmentally and financially sustainable, efficient, convenient, and safe. Work in collaboration with the Master Planning process. Engage consultants to develop a five-year

Parking and Transportation plan in support of the academic and health care missions. Present plans and recommendations to Parking and Transportation Executive Sponsors for review and approval.

- **Knowledge Acquisition** - Gain an understanding of the goals of the VCU Master Plan, the VCU Sustainability Plan, and the traffic and transportation strategies of the City of Richmond. Participate in meetings and discussions to acquire a community perspective on issues and policy impacts.
- **Communication and Input** – Develop an effective communication plan to inform and solicit parking and transportation input from the campus community. Solicit VCU community input regarding proposed policy and service needs via satisfaction surveys, in-person presentations, and feedback forms featured on the Parking and Transportation webpage.
- **Subcommittee Participation** - Develop and serve on subcommittee working groups, which often have members beyond the advisory committee, to address specific issues associated with representative groups or services. Subcommittees are responsible for reporting work and findings back to the advisory group.
- **Documentation and Annual Reporting** – The Parking and Transportation Advisory Committee and all subcommittees will keep meeting minutes. The committee will provide an annual written report and presentation to the Executive Sponsors. VCU community members will be updated with accurate, complete, and timely information. A five-year Parking and Transportation plan in support of the academic and health care missions will be created, implemented, and communicated.

Committee Membership

The committee will include representative members appointed by the leadership of each representative group. The Committee shall be broadly representative of primary campus constituencies. The Committee is chaired by the Director of Parking and Transportation. The Vice Chair is designated as the Executive Director of Support Services and Planning for VCU Health. To the extent possible, appointed members will serve staggered terms for a period of up to two years to promote continuity. Appointed members may assign a back-up representative to attend meetings in their absence.

Executive Sponsor Liaison to the Cabinet:

Vice President for Administration

One representative will be appointed by the leadership of the representative group from the following areas:

- Academic Affairs
- Athletics
- Facilities
- Health Sciences
- Joint Student Government representation
- Real Estate
- Research
- Student Affairs*
- VCU Health

*Student Affairs assumes responsibility for appointment and representation of Student Government (SGA) member

Invited Guests (ex-officio):

- Other experts may be invited by request of the co-chairs

Chair and Vice Chair

The Chair and Vice Chair work together to set goals for each annual meeting cycle, develop meeting schedules, plan agendas for meetings, and identify information needed for Parking and Transportation Advisory Committee discussion. The Chair assures that reports and presentations to the Vice President of Administration and the Executive Sponsors are agreed upon by committee members.

III. Parking and Transportation Advisory Committee Procedures

The committee provides diverse perspectives and advice regarding parking and transportation improvements at VCU. Committee composition is intended to bring together the perspectives of primary constituencies concerning important University resources. Because it is an advisory committee and members are not elected to serve as a proportionately representative oversight, policy or rulemaking body, the committee will be making recommendations but will not be voting on decisions or approving budgets. Final decision authority resides with the President and in some cases with the Board of Visitors. Relevant data and research will be provided to the Committee so that members are able to provide informed advice and recommendations to Cabinet and the President. As an advisory group, the Committee must understand that the University has many competing needs and limited resources, thus not every recommendation can be implemented.

The committee should endeavor to provide advice that is consistent with the University's strategic plan and will be viewed as balanced, objective, fair, practical, and in the best interests of the entire campus community. The committee is expected to work year-round on a July to June cycle, but may organize meeting and work schedules as it deems appropriate. At the end of each annual cycle, the committee will conduct a self-evaluation of its work and recommend changes that will make the deliberations more effective in the next cycle.

Minimum Yearly Meeting Requirements

- Parking and Transportation Advisory Committee Co-Chairs – Every other week (during parking and transportation plan creation); Monthly (during plan implementation)
- Parking and Transportation Advisory Committee – Every Month (during master plan creation); Quarterly (during master plan implementation)