

UNITED STATES DEPARTMENT OF HOMELAND SECURITY
HOMELAND SECURITY ACADEMIC ADVISORY COUNCIL

CHARTER

1. Official Designation:

Homeland Security Academic Advisory Council (HSAAC).

2. Authority:

Under the Secretary's authority in Title 6, United States Code, section 451, this charter reestablishes the HSAAC as a discretionary committee. This committee is established in accordance with and operates under the provisions of the *Federal Advisory Committee Act* (FACA) (Title 5, United States Code, Appendix).

3. Objectives and Scope of Activities:

The HSAAC will provide recommendations to the Secretary of the Department of Homeland Security (DHS) on key issues across the homeland security enterprise as they relate to educational settings, institutions, and academic activity. These may include, but are not limited to:

- Student, faculty, school and campus-related safety;
- Emergency management and preparedness;
- Community resiliency;
- Anti-hate initiatives, addressing gun violence, targeted violence and terrorism;
- Misinformation, disinformation, and cyber-bullying;
- Engaging and integrating immigrant (resettlement) communities and new Americans as they intersect with academia;
- International students and visa processing;
- Collegiate cybersecurity initiatives;
- Foreign influence and interference in our academic institutions;
- Diversity, equity, and inclusion in educational settings; and
- developing applicant pipelines to support a 21st century DHS workforce.

4. Descriptions of Duties:

The duties of the HSAAC are solely advisory in nature.

5. Official to Whom the Committee Reports:

The HSAAC reports to the Secretary of DHS.

6. Agency Responsible for Providing Necessary Support:

DHS provides financial and administrative support to the HSAAC. Within DHS, The Office of Partnership and Engagement's Office of Academic Engagement will provide this support.

7. Estimated Cost, Compensation, and Staff Support:

The estimated annual operating cost of the HSAAC is \$500,000 which includes two (2) full-time equivalent employee staff years of support.

8. Designated Federal Officer:

A full-time employee of DHS, typically the Executive Director of the Office of Academic Engagement, will be designated by the Secretary as the HSAAC Designated Federal Officer (DFO). The DFO or the Alternate DFO will approve or call HSAAC and subcommittee meetings, approve meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings in the absence of the Chair or Vice Chair as directed by the Secretary.

9. Estimated Number and Frequency of Meetings:

The HSAAC will meet approximately four times each year. Additional meetings may be held with the approval of the DFO. Members may be reimbursed for travel and per diem, and all travel for HSAAC business must be approved in advance by the DFO. HSAAC meetings are open to the public, unless a determination is made by the Secretary in accordance with DHS policy and directives, that the meeting should be closed in accordance with Title 5, United States Code, subsection (c) of section 552b.

10. Duration:

Continuing.

11. Termination:

This charter is in effect for two years from the date it is filed with Congress unless terminated sooner. The committee may be renewed at the end of this two-year period in accordance with 6 U. S. C. § 451(b) and section 14 of FACA. The committee will terminate two years from the charter filing date unless renewed by appropriate action.

12. Member Composition:

The HSAAC will consist of up to 30 members who are appointed by and serve at the pleasure of the Secretary of Homeland Security. In order for DHS to fully leverage broad-ranging experience and education, the HSAAC must be diverse with regard to professional and technical expertise. DHS is committed to pursuing opportunities, consistent with

applicable law, to compose a committee that reflects the diversity of the nation's people. Members are appointed as Representative members, except that members from federal agencies are appointed as non-voting ex officio members. Members will not serve as Special Government Employees as defined in section 202(a) of title 18, United States Code. To ensure a diverse, inclusive, and balanced membership on the HSAAC, the members aim to represent education settings and institutions spanning the categories as reflected below—associated suggested numbers of representation are at the discretion of the Office of the Secretary in coordination with the DFO:

- a) Up to four members representing higher education associations
- b) Up to two members representing higher education law enforcement, public safety, and emergency management associations
- c) Up to two members representing four-year colleges and universities
- d) Up to two members representing two-year community colleges
- e) Up to two members representing Historically Black Colleges and Universities (HBCUs)
- f) Up to two members representing Hispanic serving institutions
- g) Up to two members representing Tribal colleges
- h) Up to two members representing the Asian American, Native American and Pacific Islander serving institutions
- i) Up to four members representing K-12 school systems, to include schools, school systems, and state educational agencies
- j) Up to two members representing Education Employee Associations/Labor Organizations
- k) Up to one member from the DHS Science and Technology Center of Excellence
- l) Up to one member from Cybersecurity and Infrastructure Security Agency (CISA) School Safety Task Force
- m) Up to one member from the DHS Center for Prevention Programs and Partnership
- n) Up to one member from US Secret Service National Threat Assessment Center
- o) Up to one member from Federal Emergency Management Agency (FEMA) higher education initiatives
- p) Up to one member from the DHS Office for Civil Right and Civil Liberties (CRCL)
- q) Up to one member from the Department of Education
- r) Up to one member from the Department of State
- s) Up to one member from the Department of Justice
- t) Up to one member from the Department of Health and Human Services

Appointments will be made without regard to political affiliation. Appointments of Representative members are personal to the member and cannot be transferred to another individual or other employees of the member's organization of employment.

For the initial appointments to the HSAAC, approximately one-half of the members will serve 3-year terms of office and one-half will serve 4-year terms of office. Subsequently, members serve terms of office of up to four years, with approximately one-fourth of members' terms of office expiring each year. A member appointed to fill an unexpired term serves the remainder of that term. In the event the HSAAC terminates, all appointments to the HSAAC terminate.

Officers:

The Secretary of Homeland Security will appoint one HSAAC member as the Chair and one as the Vice Chair. The Vice Chair will act as Chair in the absence or incapacity of the Chair or in the event of a vacancy in the office of the Chair. The term of office of the Chair and Vice Chair will be one year, and members may serve more than one term.

13. Subcommittees:

The DFO may approve the establishment of subcommittees for any purpose consistent with this charter. Subcommittees will be composed of HSAAC and non-HSAAC members to be determined by the DFO. All non-federal and non-HSAAC subcommittee members must complete a non-disclosure agreement and gratuitous services agreement. The DFO, with the consultation of the HSAAC Chair, will designate a Chair for each of the subcommittees from among the HSAAC’s members.

Subcommittees may not work independently of the chartered committee and must present their work to the HSAAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the HSAAC and may not report directly to the Federal Government or any other entity.

14. Recordkeeping:

The records of the HSAAC, formally and informally established subcommittees, or other subgroups of the HSAAC will be handled in accordance with General Records 6.2 or other approved agency records disposition schedule. These records will be available for public inspection and copying, in accordance with the *Freedom of Information Act* (Title 5, United States Code, section 552), where applicable.

15. Filing Date:

December 20, 2021
Agency Approval Date

January 10, 2022
GSA Consultation Date

January 28, 2022
Date Filed with Congress