

TRANSPORTATION and PARKING COMMITTEE September 11, 1997

Present: Pat Ballard, Becky Brim, Lt. Palmer Caldwell, Jennifer Gibson, Curtis Lynch, Laurie Martinson, Deborah Mayo, Steve Mouras, Cliff Shaffer, J.B. Sutphin, and Terry Wildman

The first meeting of the Transportation and Parking Committee for 1997-98 was called to order by former chair, Pat Ballard.

Announcements: Pat expressed a word of welcome and thanks to the members of the committee for their participation.

Approval of May 5, 1997 minutes: Pat reminded the committee that the May minutes were approved by means of e-mail soon after the May 5 meeting.

AGENDA ITEMS:

Officers for 1997-98: First item of business to select officers for the coming year. Dr. Cliff Shaffer volunteered to be chair of the committee for the coming year. Pat agreed to ask Wyatt Sasser (who was absent today - let that be a lesson) to act as Vice Chair and Becky Brim (having a weak moment) agreed to be Secretary with the assistance from Pat. The minutes are to reflect that the Vice Chair is contingent upon acceptance by Mr. Sasser. This slate of officers was unanimously approved by those present. [Note that Mr. Sasser did subsequently agree to become Vice Chair.]

Handicap spaces at War Memorial Gym Area - Terry Wildman: After some discussion on the number and size of the handicap spaces near War Memorial Gym and usage, Steve Mouras and Curtis Lynch agreed to evaluate and report back to the committee as to whether there are too many handicap spaces and/or if spaces are too large, and make recommendations to committee.

Parking Meters at War Memorial Gym Area -- Terry Wildman: A lengthy discussion as to the number of parking meters at War Memorial Gym and other areas on campus ensued. Apparently faculty feel if they use the 90 minute meters and then have to pay a \$10 fine - for expired meter time - they are being penalized. Specifically, the faculty would like to have fewer parking meters for the convenience of parking all day on a parking tag. Steve and Curtis will also investigate and bring recommendation back to the committee on this issue as to parking meter usage in this specific area.

HOV Commuter Parking - where do we take it from here? Jennifer Gibson reported that students were glad that the HOV parking area had reverted back to normal student parking. However, she would like to do and plans to do a survey to get student input as to whether HOV Parking should be available to students or whether it will become a dead issue. Jen asked to share the survey with the committee for input (a one-page survey). Curtis had worked with Jen on the survey instrument. Committee members will receive the survey for review, and Jen is encouraged to proceed to work with the students and get some viable statistics.

BT Advisory Committee: No report, no representative.

Faculty/Staff Parking (New Agenda Item) - Deborah Mayo: Deborah has received several concerns regarding Faculty/Staff parking - the lack thereof, and suggestions for possible ideas of change. Some discussion followed with no concrete solutions reached. This will be an on-going item for future meetings.

NOTE: Steve Mouras shared with the committee that as the university continues to grow and expand, construction of new buildings continues to reduce parking. The university will be looking into the feasibility of satellite parking and/or construction of parking decks.

There being no further business the meeting adjourned at 2:35 p.m.

Respectfully submitted,

Becky Brim

To Do List (before first 1997-98 meeting): NO REPORT AT SEPTEMBER MEETING

1. Subcommittee to investigate and make recommendation on the Circular Bus/Bus Southgate Area will consist of Cindy Harrison, J.B. Sutphin, Steve Mouras and Mike Connlley.
2. Subcommittee to investigate and make recommendation on the issue of TA Hang-Tags will consist of representatives of the Graduate School (Dr. Eaton/Dr. Johnson), Curtis Lynch, Pat Ballard, Ed Davis, Cindy Harrison.

To Do List (as result of first 1997-98 meeting):

1. CONFIRM: A set time for the Transportation and Parking Committee to meet during the coming year.
2. Steve Mouras and Curtis Lynch to review the Handicap Spaces at War Memorial Gym
3. Steve Mouras and Curtis Lynch to investigate Parking Meter usage and number at War Memorial Gym
4. Faculty/Staff Parking - consider ideas for change.

To keep the Committee focused and as a reminder of the purpose the following will always be a part of the monthly minutes.

Transportation and Parking Committee

Members are selected from a cross section of the university population (faculty, staff, students, and parking administration) to be informed regarding the transportation and parking function and when appropriate to express special needs or problems for their constituents. Members of the committee should also be briefed on significant changes and future plans regarding transportation and parking systems and rules. Members of the committee may make recommendations regarding transportation and parking.

Recommendations should first be made to the parking manager and subsequently to the Commission on University Support if deemed appropriate.

Meetings are called at the discretion of the committee chair to discuss issues and to be updated by transportation and parking representatives.

TRANSPORTATION and PARKING COMMITTEE  
October 16, 1997

Present: Pat Ballard, Becky Brim, Jennifer Gibson, Curtis Lynch, Deborah Mayo, Steve Mouras, Bruce Obenhaus, Wyatt Sasser, Cliff Shaffer, J.B. Sutphin, Mary Thompson

Guest: Mr. Thomas Tucker of the Office of University Architect and designated ADA Facilities Project Coordinator for the University, to brief the committee regarding ADA compliance in regard to parking guidelines and regulations.

The October meeting of the Transportation and Parking Committee was called to order by chair, Cliff Shaffer.

Announcements: Cliff expressed a word of thanks and appreciation to the Pat Ballard for serving as chair last year and to Wyatt Sasser's acceptance as vice-chair and Becky Brim, recording secretary.

Thanks was also extended to Mr. Tucker for taking the time to speak with the Committee.

The next two meetings of this Committee are scheduled for November 13, 1997 and December 18, 1997 in room 400D Burruss from 1 to 2:30 p.m.

Approval of September 11, 1997 minutes: On motion by J. B. Sutphin, seconded by Steve Mouras, and by unanimous approval by those present, the September 11, 1997 minutes were approved.

AGENDA ITEMS:

Mr. Tom Tucker/ADA Facilities Project Coordinator for the University: Mr. Tucker discussed at length the Federal Law regarding the Americans with Disabilities Act (hereafter, ADA) mandates and how the University is in compliance. Mr. Tucker shared with the Committee a table mandating the number of handicapped accessible spaces for specific size parking areas. Mr. Tucker explained in depth the complexity for the design of handicapped spaces (size, length and width) and how the Federal laws are interpreted.

Planning and committee agenda -- Cliff Shaffer: Cliff raised the issue of goals for the committee this year. In this context, one goal should be to gather information necessary to understand the long-range choices available that regularly get mentioned but never acted upon. To start this process, Steve Mouras and Curtis Lynch were requested to bring information on number of permits issued and spaces available in recent years, and projections for the future.

Handicapped spaces at War Memorial Gym Area -- Terry Wildman: Mr. Tucker stated that the handicapped spaces at War Memorial Gym were adequate. Bottom line: no handicapped spaces will be removed in this area.

Mr. Tucker indicated that four additional handicapped-accessible parking spaces will be created near Burruss Hall on the Norris Hall side. These spaces are meant to address a need for spaces when Burruss

Hall auditorium is used for various events and activities (plays, concerts, musicals, etc.).

Parking Meters at War Memorial Gym Area -- Terry Wildman: Steve Mouras and Curtis Lynch had evaluated the metered parking spaces near War Memorial Gym. As a result of their findings some of the meters were bagged and will be removed. These spaces will revert back to faculty and staff parking. Other metered spaces are under consideration for removal.

During this discussion, it was noted that the current angled parking along the Drill Field greatly reduces the number of parking spaces, as compared to straight-in parking. J.B. Sutphin indicated that straight-in parking had been proposed when the Drill Field road had last been paved and striped. He was requested by the Chair to provide information on the relative numbers of spaces and costs involved.

There being no further business the meeting adjourned at 2:30 p.m.

Respectfully submitted,

Becky Brim, Cliff Shaffer

To Do List

1. J. B. Sutphin to provide statistics as to angled parking on the drill field, including projected costs to change the current striping, and the number of spaces that might be gained.
2. Steve and Curtis to provide statistics on the number of permits purchased and the number of parking spaces available for recent years, with projections for the future.

Transportation and Parking Committee Charter

Members are selected from a cross section of the university population (faculty, staff, students, and parking administration) to be informed regarding the transportation and parking function and when appropriate to express special needs or problems for their constituents. Members of the committee should also be briefed on significant changes and future plans regarding transportation and parking systems and rules. Members of the committee may make recommendations regarding transportation and parking.

Recommendations should first be made to the parking manager and subsequently to the Commission on University Support if deemed appropriate.

Meetings are called at the discretion of the committee chair to discuss issues and to be updated by transportation and parking representatives.

TRANSPORTATION and PARKING COMMITTEE  
November 13, 1997

Present: Pat Ballard, Becky Brim, H.P. Caldwell, Curtis Lynch, Steve Mouras, Bruce Obenhaus, Wyatt Sasser, Cliff Shaffer, J.B. Sutphin, Terry Wildman

The November meeting of the Transportation and Parking Committee was called to order by the chair, Cliff Shaffer.

Announcements: The next meeting of this Committee is scheduled for December 18, 1997 in room 400D Burruss from 1 to 3 p.m.

Approval of October 16, 1997 minutes: On motion by Steve Mouras, seconded by Terry Wildman, and by unanimous approval by those present, the October 1997 minutes were approved.

AGENDA ITEMS:

Graduate School Teaching Assistant Parking Passes: Pat Ballard reported that the Graduate School is doing an adequate job in coordinating the parking passes for Graduate Teaching Assistants. Controls came into play as to term issued (Fall, Spring, Summer), and the valid times of use are marked on the permit. The existing 92 TA spaces appear adequate although 558 passes have been distributed by the Graduate School.

Smithfield Plantation Farm Vehicle Road: Apparently this road is becoming more heavily used by automobile traffic, which is conflicting with the existing bike and foot traffic. Its official purpose is to provide access to the farms. The road is part paved, part graveled. The potential is there for an accident to happen. Can this committee discussed making a recommendation to the University to look at this situation and try to come to some resolution. Some possibilities are to pave the road or to block it from normal automobile traffic (locked gate). J.B. stated that for the past five years funding for paving this road has been requested in the University Master Plan

Parking near Randolph Hall: Cliff Shaffer noted that this faculty/staff lot is often full after 5 p.m. and on the weekends, primarily with vehicles that do not have F/S permits. As a result, those with F/S permit coming in after hours are unable to park there. A possible solution is to make it a 24 hour F/S lot. Steve Mouras responded that if there was 24 hr. parking for faculty/staff for this lot than there might be requests to make many other F/S lots 24 hour F/S only, and that if you sign it, it has to be monitored. Currently Parking Services and the University Campus Police do not have the resources to do this.

Focus group sessions: Steve Mouras and Curtis Lynch are working on preparations for focus group sessions on parking issues. The idea is to have university groups address a variety of issues and to get input from these groups as to the effectiveness of the Parking Services, what direction parking is going with regard to University expansion/climate, etc.

Vehicle per Space Ratio: Curtis Lynch distributed a spreadsheet

comparing vehicles per space ratio for the years 1995, 1996 and 1997. Cost per parking space on campus now is approximately 1 to 2 thousand dollars per space (parking garage space would be about 10 to 12 thousand per space). There is definitely more need for parking in the central part of campus. Areas being investigated as possible sources for additional parking include Stanger, Schultz and CEC lots.

Miscellaneous items: 1. Contractors vehicles/employee parking - J.B. Sutphin noted that when a contract is awarded there are provisions in the contract for the contractor to have vehicle parking for the firm and employees of the firm. (This issue has been discussed in years passed with no action or recommendations from this Committee.) 2. J.B. Sutphin noted that once the Mall is closed there will be significant loss of faculty/staff parking for a two-year period.

There being no further business the meeting adjourned at 3:00 p.m.

Respectfully submitted,

Becky Brim, Cliff Shaffer

To Do List

1. J. B. Sutphin and Cliff Shaffer to draft a recommendation for the committee to take forward regarding Smithfield Road.

Transportation and Parking Committee Charter

Members are selected from a cross section of the university population (faculty, staff, students, and parking administration) to be informed regarding the transportation and parking function and when appropriate to express special needs or problems for their constituents. Members of the committee should also be briefed on significant changes and future plans regarding transportation and parking systems and rules. Members of the committee may make recommendations regarding transportation and parking.

Recommendations should first be made to the parking manager and subsequently to the Commission on University Support if deemed appropriate.

Meetings are called at the discretion of the committee chair to discuss issues and to be updated by transportation and parking representatives.

TRANSPORTATION and PARKING COMMITTEE  
December 18, 1997

Present: Pat Ballard, H.P. Caldwell, Jen Gibson, Curtis Lynch, Deborah Mayo, Steve Mouras, Bruce Obenhaus, Wyatt Sasser, Cliff Shaffer, J.B. Sutphin

The December meeting of the Transportation and Parking Committee was called to order by the chair, Cliff Shaffer.

Approval of November 13, 1997 minutes: On motion by Steve Mouras, seconded by J.B. Sutphin, and by unanimous approval by those present, the November 1997 minutes were approved.

AGENDA ITEMS:

Smithfield Plantation Farm Vehicle Road: After considerable discussion, the committee unanimously approved forwarding the recommendation appearing at the end of these minutes regarding Smithfield Road.

Student transportation survey: Jen Gibson presented the results of a SGA-conducted survey of approximately 4000 undergraduates. There did not seem to be overwhelming preference for any of the stated proposals for improving parking conditions. A parking garage appeared to have the highest preference. Continuing with the HOV lot experiment had less support. Satellite parking appeared to have the least support. In some sense, the students perceive that Satellite parking already exists with the overflow and Litton Reeves lots.

Focus group sessions: The committee had considerable discussion regarding campus community focus groups and survey efforts, to develop an understanding of campus-wide perceptions and preferences regarding transportation and parking issues. The committee plans to devote the bulk of its time during Spring Semester to developing workshop format and survey instruments. Focus group workshops could be held in late April. Deborah Mayo agreed to work with Steve Mouras and Curtis Lynch on developing a draft survey to be discussed at the next meeting.

Proposals for FY99: Steve Mouras presented a list of proposals that his department will pursue for FY99. These include: 1. Renovate and build onto the Visitors Center. 2. Conduct parking garage study. 3. Renovate the overflow lot. 4. Conduct a parking gate demonstration at two sites next Fall. 5. Pave the gravel lot at Wallace Annex. Resurface lots at Southgate, Food Science, Detrick, and part of I lot.

Minutes prepared and submitted by Cliff Shaffer

To Do List

1. Cliff Shaffer to forward Smithfield Road recommendation. 2. Deborah Mayo, Steve Mouras, and Curtis Lynch to draft survey.

Transportation and Parking Committee Recommendation Regarding the use of Smithfield Road

Smithfield Road from Plantation Road to the Aquatic Ecology Laboratory

is an unpaved road whose primary official purpose is to provide farm vehicle access. It is frequently used by pedestrian and bicycle traffic, both directly, as well as indirectly via an adjoining bicycle path along part of its route. Until recently, the level of automobile traffic has been quite low, and no problems have resulted from the shared use by pedestrians, bicycles, and cars. However, automobile traffic has been increasing in recent months. This increase is leading to unsafe conditions involving the close proximity of pedestrian and bicycle traffic on the one hand and automobile traffic on the other. This situation is aggravated by the fact that the road is unpaved. As a result, the dust produced by automobile traffic causes a direct nuisance to the other users of the road. Incidents of unsafe driving have also been reported.

The Transportation and Parking Committee recognizes that the current situation is unstable, and that the University should take action. We recommend that if the road is intended for automobile traffic, then it should be paved and marked as such. Further, it is recommended that a separate bike trail be constructed from the Aquatic Ecology Laboratory to Duck Pond Road.

TRANSPORTATION and PARKING COMMITTEE  
January 26, 1998

Present: Pat Ballard, Becky Brim, H.P. Caldwell, Karen Frazier (Graduate Representative), Jennifer Gibson (Undergraduate Representative), Curtis Lynch, Deborah Mayo, Steve Mouras, Wyatt Sasser, Cliff Shaffer, J.B. Sutphin, and Mary Thompson

The January meeting of the Transportation and Parking Committee was called to order by chair, Cliff Shaffer.

Announcements: Cliff announced the remaining meetings of the TPC Committee (for February, March, April and May) would be held in the conference room of Newman Library (sixth floor). Meetings will be held on the fourth Monday from 3 to 5 p.m.

Approval of December 18, 1997 minutes: On motion by J. B. Sutphin, seconded by H.P. Caldwell and Wyatt Sasser, and by unanimous approval by those present, the December 18, 1997 minutes were approved.

AGENDA ITEMS:

Mr. Wyatt Sasser brought to the attention of the Committee the following two concerns

Bridge on Duck Pond Drive nearest to West Campus Drive. The immediate concern is to protect the bridge and to minimize the apparent damage incurred when vehicles do hit the bridge. (Note: There are two bridges on Duck Pond Drive and it is believe the bridge nearest to West Campus Drive has been the bridge that has sustained the most accidents over time.) After lengthy discussion, J.B. Sutphin stated that the roadway and the conditions thereof meet the Virginia Department of Transportation (hereafter referred as VDOT) minimum standards. It was also noted that although the roadway is on University property it is maintained by VDOT. It is also in the University Master Plan to eliminate the current configuration of this intersection (West Campus Drive/Duck Pond Drive) from a Y intersection into a T. Included in the Master Plan is to widen Duck Pond Drive (try to make the road less curvy) when a new Club House and facilities are built. Again, this can only be accomplished when funding is available. In the interim, Mr. Sutphin will check with VDOT to get approval for the University to install a post to deflect vehicles from actually hitting the bridge.

Layout of turning lanes on Southgate Drive/Rt. 314 onto Spring Road and Tech Center Drive. Mr. Sasser demonstrated that vehicles traveling towards Route 460 have to stay in the left turn lane at the intersection of Spring Road and Tech Center Drive. Vehicles headed west either have to turn right (Right Only) onto Spring Road and the vehicles desiring to go straight have to be in the left lane whereby traffic backs up if a vehicle in fact wants to turn left rather than go straight. Mr. Sutphin explained with support from H.P. Caldwell that this was purposely designed this way to SLOW vehicle traffic down. It was also noted that the speed limit in this specific area was 25 MPH although as a vehicle

travels westward toward Rt. 460 the speed increases to 35 and then slows down as a vehicle approaches the stoplights on Rt. 460. Mr. Sasser knew of one accident in this location and stated that this concern had been brought to him and he wanted to demonstrate to the Committee this awareness. Mr. Sutphin stated that it was in VDOT's Master Plan to widen this access. As to when this would occur, when funds become available through VDOT. It was suggested that perhaps SIGNAGE to indicate the flow of the traffic pattern at this intersection would be helpful. Mr. Sutphin will make inquiry to VDOT.

Status on draft survey regarding campus-wide perceptions and preferences regarding transportation and parking issues for the University populace: After a very lengthy discussion it was agreed to have the following three subcommittees:

"Expert Input" Terry Wildman, J. B. Sutphin and Cliff Shaffer to review the University Master Plan and to contact possible "experts" within the University community that can either provide insight or work with the TPC to examine the future parking/architecture of the campus.

Focus Group Mary Thompson, Chairperson along with Wyatt Sasser, Curtis Lynch, and Jennifer Gibson to develop guidelines/formats/questions for conducting "focus group sessions" to obtain feedback from the University community as to the future direction of transportation and parking on site.

Survey Instrument Steve Mouras, Chairperson along with Pat Ballard, Becky Brim, Deborah Mayo, and Mary Thompson to develop a broad survey instrument that would be pertinent to students, staff, faculty and visitors to educate as well as obtain information (feedback) as to the future needs/demands of parking issues.

There being no further business the meeting adjourned at 4:30 p.m.

Respectfully submitted,

Becky Brim

To Do List

J. B. Sutphin to talk with VDOT officials about the university installing a post or posts at the bridge on Duck Pond Drive/West Campus Drive. J.B. Sutphin to talk with VDOT about SIGNAGE as to traffic flow pattern at the intersection of Southgate Drive, Tech Corporate Drive, and Spring Road. The three subcommittees to meet and make recommendation at next TPC meeting as to how to proceed with the future Transportation and Parking needs/demands that the University will face in the very near future.

To keep the Committee focused and as a reminder of the purpose the following will always be a part of the monthly minutes.

## Transportation and Parking Committee

Members are selected from a cross section of the university population (faculty, staff, students, and parking administration) to be informed regarding the transportation and parking function and when appropriate to express special needs or problems for their constituents. Members of the committee should also be briefed on significant changes and future plans regarding transportation and parking systems and rules. Members of the committee may make recommendations regarding transportation and parking.

Recommendations should first be made to the parking manager and subsequently to the Commission on University Support if deemed appropriate.

Meetings are called at the discretion of the committee chair to discuss issues and to be updated by transportation and parking representatives.

TRANSPORTATION and PARKING COMMITTEE  
February 23, 1998

Present: Pat Ballard, H.P. Caldwell, Angela DiDomenico (Graduate Representative), Jennifer Gibson (Undergraduate Representative), Curtis Lynch, Deborah Mayo, Steve Mouras, Cliff Shaffer.

The February meeting of the Transportation and Parking Committee was called to order by chair, Cliff Shaffer.

AGENDA ITEMS:

Status on draft survey and worksops regarding campus-wide perceptions and preferences regarding transportation and parking issues for the University populace: This was the only agenda item for the meeting.

Campus "experts" meetings: A meeting has been scheduled with Antoine Hobeika. This will be reported on at the next TPC meeting.

Survey: A number of people have contributed draft questions for the survey (Deborah Mayo, Curtis Lynch, Steve Mouras). Cliff will take these and draft an initial survey.

A long discussion ensued on how to survey the various constituencies, e.g., faculty/staff vs. students. Possible approaches discussed include a web-based survey, placing a copy of the survey in the newspaper, mailing the survey to a statistical sample, mailing the survey with parking permit information, and distributing the survey at parking permit walk-in in the Fall.

Focus groups: Steve Mouras, Curtis Lynch, and Cliff Shaffer held a meeting with Steve VanAken of the Leadership Development Center. Steve VanAken has agreed to do development and management for the focus group workshops and the survey. The plan is to hold focus group workshops in April, at which time we can pilot test the survey. The survey will most likely then be distributed in the Fall.

The meeting adjourned at 4:30 p.m.

Minutes submitted by Cliff Shaffer.

TRANSPORTATION and PARKING COMMITTEE  
April 27, 1998

Present: Pat Ballard, Becky Brim, H.P. Caldwell, Jennifer Gibson (Undergraduate Representative), Curtis Lynch, Deborah Mayo, Steve Mouras, Bruce Obenhaus, Wyatt Sasser, Cliff Shaffer, J.B. Sutphin, and Terry Wildman

The April meeting of the Transportation and Parking Committee was called to order by chair, Cliff Shaffer.

Announcements: Cliff asked the TPC Committee if it was their desire to have a May meeting. After some discussion it was agreed to meet on Monday, May 18, 1998 at 3 p.m. in Newman Library.

Approval of January 26, 1998 minutes: On motion by Steve Mouras, seconded by Terry Wildman, and by unanimous approval by those present, the January 26, 1998 minutes were approved.

Approval of February 23, 1998 minutes: On motion by Steve Mouras, seconded by Wyatt Sasser, and by unanimous approval by those present, the February 23, 1998 minutes were approved.

Due to scheduling conflict and noted absences of various committee members the March 1998 meeting was cancelled.

AGENDA ITEMS:

Parking Services Budget. At the request of Pat Ballard on behalf of Spencer Allen, Steve Mouras was asked to share the fiscal year 1998 budget for the Parking Services Department. Steve shared copies of this budget with the committee and explained in detail expenditures and revenues. Cliff asked Steve to provide another copy of this budget to the committee and reflect in this budget the "reserve value dollars" and projected cost of renovating the Visitor's Center.

Policy for Signing Lots. At present there is no specific policy and this is being investigated. Issues and problems related to leased property, off-campus locations other than the "main Blacksburg Core campus" come into consideration, enforcement issues, equity to all Virginia Tech employees, etc. Currently, Tech employees in the vicinity of the core campus that work out in the areas of the Corporate Research Center, Kmart/Printing Plant, Plaza One Complex, Faculty Street, etc. are not required to have a parking decal. It is the employee's choice to purchase a decal and employees who travel to the core campus extensively are encouraged to purchase a decal.

Status of Focus Groups on Parking Services, etc. Steve Mouras reported that Stephen Van Aken is and has been conducting focus group interviews with the graduate and undergraduate students. Plenty of volunteers from the classified staff are willing to participate and fewer than five from faculty have volunteered. Reviewing the Parking Survey. Once input has been incorporated from the outcome of the focus groups - the parking survey can once again be reviewed and annotated before distribution to the university random populace. Steve shared with the committee a timeline for the completion of the focus group sessions and

the administering, distribution, and analyzes of the survey. Cliff requested that the committee be provided with a more updated version of the survey than what was brought to the table today. Once Cliff receives this updated version he will distribute for additional comments and review.

Other agenda items:

Wyatt Sasser brought the elimination of parking spaces in the area of Engel Hall with the upcoming commencement activities to the attention of the Committee. Basically the question was asked who decides or what is the driving force to close off a parking area and especially near the time of a university activity such as commencement. J. B. and Steve explained that once the contract was signed the contractor is essentially under a deadline. The deadline for the new dormitory - Harper Hall is slated to open in the Fall of 1999. A two to three-week delay would greatly impact whether the dorm would be completed and available for occupancy by the students by August 1999 - all of which to say is the decision to begin construction is revenue driven. It is more important to have the dormitory available to the students on time than to have a delay for the convenience of commencement participants.

There being no further business the meeting adjourned at 4:30 p.m.

Respectfully submitted,

Becky Brim

To Do List

Steve to provide a revised copy of the 1998 Parking Services budget. Everyone to review the latest iteration of the proposed Parking Services Survey provide any comments or suggestions to Cliff. Anyone that can provide some faculty names to Steve for participation in focus group interviews.

To keep the Committee focused and as a reminder of the purpose the following will always be a part of the monthly minutes.

Transportation and Parking Committee

Members are selected from a cross section of the university population (faculty, staff, students, and parking administration) to be informed regarding the transportation and parking function and when appropriate to express special needs or problems for their constituents. Members of the committee should also be briefed on significant changes and future plans regarding transportation and parking systems and rules. Members of the committee may make recommendations regarding transportation and parking.

Recommendations should first be made to the parking manager and

subsequently to the Commission on University Support if deemed appropriate.

Meetings are called at the discretion of the committee chair to discuss issues and to be updated by transportation and parking representatives.

Dept. of Parking Services  
Budget for FY 98

EXPENSES

Variable Expenses

" Salary, Wages & Fringes	587,000
" Phone, Maint., Travel, Contracts, Equip.	209,000

Irreducible Expenses

" Utilities, Insurance, Security, Admin Changes	76,000
" Debt Service	496,000
" Physical Plant Services (grass, landscape, snow, paint, sign)	140,000
" Summer Paving Program	120,000
" BT F/S Ridership	50,000

One Time Projects

" Wright/Solitude Lot	92,000
" Caldwell Lot	76,000

TOTAL	<u>1,846,000</u>
-------	------------------

REVENUES

Registration	784,000
Fines	885,000
Meters	57,000

TOTAL	<u>1,676,000</u>
-------	------------------

GRAND TOTAL (1,676,000 - 1,846,000) -120,000 (deficit)

TRANSPORTATION and PARKING COMMITTEE  
May 18, 1998

Present: Becky Brim, H.P. Caldwell, Angela DiDomenico (Graduate Representative), Curtis Lynch, Steve Mouras, Bruce Obenhaus, Wyatt Sasser, Cliff Shaffer, J.B. Sutphin and guest, Steve VanAken.

The May meeting of the Transportation and Parking Committee was called to order by chair, Cliff Shaffer.

Announcements: Cliff stated that this would be the last meeting of the TPC until September, 1998 unless an issue or concern arises that would require a special called meeting of the Committee. Wyatt Sasser, Chairperson of the TPC for 1999, in late August will communicate with the members of the Committee to establish a day and time that is convenient for the Committee to meet each month. It was noted that Terry Wildman term ended (1998). Wyatt will probably have to contact the President's Office in August to obtain a listing of committee members for 1999. The listing will have a replacement for Terry and the names of the student representatives.

Approval of April 27, 1998 minutes: On motion by J.B. Sutphin, seconded by Wyatt Sasser, and by unanimous approval by those present, the April 27, 1998 minutes were approved.

AGENDA ITEMS:

Parking Services Budget. Steve Mouras distributed the proposed Parking Services Budget for 1999 and gave explanation of same (see attachment).

Parking Services Survey/Focus Group update: Steve VanAken, who has been contracted to work with Steve Mouras to develop and administer a Parking Services Survey and to conduct focus groups sessions regarding the status of Parking Services, was present to share perceptions and perspectives of Parking Services related issues. Steve gave a detailed overview as to how well the focus groups were conducted and he is in the process of documenting the dialogue/findings of these sessions. Steve is also in the process of refining the third iteration of the Parking Services Survey instrument and shared that the timeline for actually administering the survey would be in late August when the Fall term begins. As a result of the information provided at this TPC meeting it was agreed to meet at 10 a.m. on May 29, 1998 at Records Management Conference Room to review the third draft of the survey. All TPC members are invited to attend this May 29, 1998 work session.

Other agenda items:

None at this time.

There being no further business the meeting adjourned at 4:15 p.m.

Respectfully submitted,

Becky Brim

To Do List

Meet on May 29, 1998 at Records Management to review third draft of proposed Parking Services Survey instrument. Wyatt Sasser, 1999 Chairperson, will notify TPC members of date and time of September 1999 meeting.

To keep the Committee focused and as a reminder of the purpose the following will always be a part of the monthly minutes.

Transportation and Parking Committee

Members are selected from a cross section of the university population (faculty, staff, students, and parking administration) to be informed regarding the transportation and parking function and when appropriate to express special needs or problems for their constituents. Members of the committee should also be briefed on significant changes and future plans regarding transportation and parking systems and rules. Members of the committee may make recommendations regarding transportation and parking.

Recommendations should first be made to the parking manager and subsequently to the Commission on University Support if deemed appropriate.

Meetings are called at the discretion of the committee chair to discuss issues and to be updated by transportation and parking representatives.

Dept. of Parking Services  
Budget for FY 99

EXPENSES

Variable Expenses

Salary, Wages & Fringes	608,000	
Phone, Maint., Travel, Contracts, Equip.	125,000	

Irreducible Expenses

Utilities, Insurance, Security, Admin Changes	77,000	
Debt Service	492,000	
Physical Plant Services (grass, landscape, snow, paint, sign)		140,000
Summer Paving Program	120,000	
BT F/S Ridership	50,000	

One Time Projects

Visitor Center Renovation	250,000	
Parking Study	30,000	
Overflow Lot	35,000	

TOTAL 1,927,000

---

REVENUES

Registration 784,000

Fines 885,000

Meters 57,000

TOTAL 1,726,000

---

GRAND TOTAL (1,726,000 - 1,927,000) -201,000 (deficit)

Parking Reserve: \$650,000 (+ \$250,000 budget reserve)

Note: Budget prepared by Steven L. Mouras  
April 9, 1998