

HUMBOLDT STATE UNIVERSITY

Parking & Commuter Services

Parking & Transportation Committee Meeting

February 2, 2016

Members Present

T. Ferdolage, M. King, K. O'Brien, T. Fleming, D. Peterson, T. Fleming, M. Ramirez, S. Shively, B. Post, J. Ortega, A. Cissna

Staff Present

K. Chalker, C. Ferreira

Review & Approve Meeting Notes

Approved meeting notes from January 6, 2016

Discuss Car Pool Program

Parking and Commuter has expressed a need to update the existing Car Pool Program. The current program, which allows vehicles with a valid permit and more than three people in the car, to get a special permit to park at a meter, has been underutilized until last semester. It seems that more people are now using it. Celina has researched other CSU carpool programs to see what other schools offer. It was mentioned that whatever program we decide to go with needs to be easy to use and enforce. Traci asked the group to brainstorm ideas and bring suggestions back to the next meeting.

Update on Issuance of Staff/Faculty Payroll Deduct Permits

It was reported that there are hundreds of staff/faculty payroll deduct permits that have no expiration date and that may be being used fraudulently. It has been proposed by Parking and Commuter Services that we update all the permits with current permits that have an expiration date. This would require all staff and faculty to exchange their current permit with a new one by a specific deadline, which has yet to be determined. When purchasing the new permits, Parking and Commuter Services plans on ordering permits with a barcode and also will associate each permit with a specific license plate number to better track each permit. Parking and Commuter Services would like to have the permit exchange complete by the end of the summer. Parking and Commuter Services staff will explore application and exchange options.

Discuss Complimentary Permit Guidelines

Traci distributed the current Complimentary Permit Guidelines that are used by Parking and Commuter Services. These guidelines determine whether or not a person is eligible for a complimentary permit. For the most part, complimentary permits are given by the day, with a few exceptions. Traci reported that there is a list of seven different criteria that we use but then there is a whole other unwritten list that compromises the decision making process. She also said that the policy should list which event qualifies for a complimentary permit. Parking and Commuter Services already has adopted policies in place for Vendor and Emeritus complimentary permits. Traci will send those documents out to the group as a refresher.

Discuss Issuance of Complimentary Permits to Faculty During Summer

Traci reported that a couple of years ago Parking and Commuter Services, in coordination with HR/APS and the Parking and Transportation Committee , wrote a policy regarding complimentary permits issued to faculty during the summer. The policy states that if you are faculty member who is not receiving pay for your academic appointment (not in current, active work status) but need to come to campus during the summer months to prep for classes, get a free permit. If the faculty member is receiving pay for other work being done on campus (Sponsored Programs, etc.), they are required to pay for parking. There was a form that was created that needed to be signed off on by a Dean, verifying whether the faculty member was being paid during the summer and then Parking and Commuter Services would determine if they were eligible for a complimentary permit. Last summer, there were complaints from some faculty members who did not qualify for the free permit because they were being paid for their time on campus and the policy was put on hold. Traci said that if we are going to talk about this, we need to determine what the full purpose of it is. She said that the real purpose is to not penalize people for engaging and moving the institution forward. If this is the real intent, why is it just for faculty? There are a lot of ASC's and ASA's who show up during the summer and are still required to pay for parking. Our value shouldn't be specific to one subset, it needs to be fair. The group agreed to have more discussion about this subject in the future.