

Parking & Transportation Committee Meeting

March 2, 2016

Members Present

T. Ferdolage, D. Nakamura, D. Class, M. King, 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 February 3, 2016

Consider DRAFT Complimentary Permit Guidelines

The Complimentary Permit Guidelines have not been updated since 1996. Parking Services surveyed other campus to find out what their guidelines are. The results from this survey showed that most other campuses follow the California Code of Regulations. Parking & Commuter Services has five Operating Standards in place in regards to complimentary permits. The current list refers to the HSU Advisory Board, University Advancement Board and Sponsored Programs. These permits are issued on an annual basis and it was agreed that these permits would be limited to board activities only. Aisha mentioned that, on principle, she doesn't think it's a good idea to give free parking to these groups when students who pay can't find parking. Tawny asked if Parking can charge the departments for the complimentary permits that they request. There was discussion as to what the definition of a campus volunteer is and who should be responsible for paying for their parking. Justus made the comment that there are two issues; access to permits and who should pay for those permits. It was agreed upon by the majority of the group that Parking & Commuter Services should not be responsible for paying for complimentary permits regardless of who they're for. Traci said that she would meet with the President and discuss the views of the committee with her.

Operating Standard 010, Parking Fee Waiver & Enforcement for Designated University-Wide Special Events

Currently we have four events covered under this operating standard; Commencement, Humboldt Orientation Program, Spring Preview & Preview Plus, and Start of Semester. There was some conversation about whether an analysis had been done to find out how much Parking & Commuter Services would make if they charged for these events. It was agreed by the group to support this Operating Standard as written.

Operating Standard 008, Parking Fee Waiver for Faculty & Staff During Summer

Traci reported that Parking & Commuter Services worked with HR/APS a few years ago to determine which job codes qualify for a complimentary permit during the summer. The information was brought to the Parking & Transportation Committee who then agreed and supported the program. The following summer, the President received many complaints in regards to this program and it was put on hold. The President has now asked the committee to revisit it. There was some discussion about who should qualify for this permit. The group agreed to continue the discussion at future meetings.

Review DRAFT RFP for Marketing/Feasibility Student Consultant Services

Traci reported that in order for us to finance the projects that need to be done, a feasibility study will need to be done. She said that she has written a draft RFP which she distributed to the group for review. The consultant who is hired will meet with the Parking & Transportation Committee and then they will look at our parking inventory, practices, and our current rates.

Review DRAFT RFP for Design Services- G14/15 Parking Lot

Traci distributed the draft RFP for Design of the G14/15 Lots and asked that the review it and give any comments and/or suggestions.