

HUMBOLDT STATE UNIVERSITY

Parking & Commuter Services

Parking & Transportation Committee Meeting

April 21, 2016

Members Present:

J. Ortega, M. King, S. Shively, D. Nakamura, T. Ferdolage, T. Fleming

Staff Members Present

J. Davis, C. Ferreira

Review & Approve Meeting Notes:

March 2, 2016 meeting notes approved as written.

Traci reported that she had an informal chat with the President regarding light cite for University Wide Special Events and is expecting to implement by Fall 2016.

Traci said that these guidelines will be looked at by other people and she said she didn't think they elevated to the level of a policy on campus but it warrants a review as an Operating Standard by the Executive Cabinet, Housing, the University Center, and the Academic Deans. Justus said that he thinks we need a form for people to fill out to get a waiver for such events. Traci said we will consider it and create it over the summer. The group approved the changes that Traci had made and agreed to move forward.

Consider DRAFT Complimentary Permit Guidelines:

Traci provided the group with an update of these guidelines using change tracking so that they could see changes that she made. Based on previous discussion with group, Traci said that it was agreed that some of these permits will only be valid for specific activities.

Traci reported that during her conversation with the President about complimentary passes, she told the President that the group agreed that everyone should have to pay for parking, including summer faculty who are being paid to be on campus. The President personally didn't think everyone should. She thought Perspective students and board members, for example, should not have to pay. Traci said Parking & Commuter Services is still part of the Institution and without the University we wouldn't be needed. She said that we need to establish a criteria to receive a Complimentary pass. People who meet the criteria would be eligible for one. This would improve the situation because we would have clear guidelines.

Justus also asked if Parking & Commuter Services could afford to lose the money they are giving out on complimentary passes. Traci said that there is a financial loss but Parking would

not go out of business because of it. Justus clarified that the group didn't think that the person receiving the complimentary pass needed to pay but that someone or some department should and not necessarily Parking & Commuter Services. For example, someone who is employed by the University or is a student would not be eligible for a complimentary pass. Traci said the money exchange should take place when the University and Parking talk about operational expenses. Parking can provide the information about how much money goes towards complimentary passes.

Traci asked the group if it was supportive of looking into clarifying the definition for getting a complimentary pass and putting it in a box. Everyone agreed and will come back in the fall to define the standards. Traci said that she would talk with HR/APS about the staff piece. She will talk with various people about volunteers to get thoughts and bring feedback back to the group. She will also talk with Student Affairs about the campus visitor piece.

Review DRAFT RFP for Marketing/Feasibility Student Consultant Services:

Traci asked for any comments, questions, or input regarding these RFP's. She said that Facilities Management has worked very hard over the course of the past few years to develop really strong templates for publishing requests for outside consulting services so a lot of what is in these RFP's is very standard language that has been modified based on this specific service.

Traci said the Chancellors Office approached Humboldt regarding doing some transportation projects not related to developing parking lots but related to infrastructure projects associate with alternative transportation and such so that we can improve bus services and bus drop off and other types of infrastructure needed to support pedestrians, cyclist, and people using public transportation to campus. The Chancellors Office will help write the grant with a submission date of March 2017 and knowing by July 2017.

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

Traci reviewed the draft document with the group and explained the details of the design plan. She said that trees will have to come down to add additional parking. A template was used to draft this RFP and it is really about the scope of the project which is around the project goals and objectives: Increasing the number of spaces, improving circulation and safety, Low Impact Development design standards, smart parking technologies, consider universities commit to art, electric vehicle charging stations, a permit dispenser, code compliance, and ensuring project stays within budget.

Jay Davis:

Doctor at Health Center. He usually parks in the JGC lot but has noticed in the last year the parking spaces have been increasingly hard to find. A lot of the people working in the health center don't come in at 8am and when they do come in for their scheduled shift they cannot find parking. He did a rough inventory of permits in the lot at around 12:30pm. The results were as follows: West side of the lot (General) - the bulk of the permits were Resident, 30 General and 23 Staff and 4 without a permit. There were no parking spaces available. He said that if staff members can't get in to the space then we need to get fewer cars. He said that the argument could be made that people that if you live on campus you don't get a campus spot. He suggested having the residents park their cars off campus and if they have a resident permit they can park on campus on the weekends and evenings from 5pm – 7am. He suggested also eliminating the number of Resident permits. He said that there should be at least 25 additional Staff spaces. He suggested taking away the reserved spaces for the President and VP's so they can experience the problem with parking. Traci said that the committee does not have the power to just make changes. Recommendations are made by the committee and then vetted by the campus community.

It was mentioned that students have a very difficult time finding parking as well which affects their education because they are late or miss class because they can't find a space to park. Taking away general parking to add additional parking for staff would be viewed poorly by them.