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