

Parking Advisory Council Meeting
April 14, 2006
12:00 p.m.
A&F Conference Room

MINUTES

Members Present: Everett Malcolm (Chair), Jared Callahan (Vice Chair), Tammi Horn, Dr. Judy Solano, Diane Tanner and Mike Trotter.

Members Absent: Jeff Durfee, Stephen Horne, Corey Trent and Marco Urbano.

Others Present: Justin Damiano (SGA President), John Dean (UPD), Sydney Hickson (One Stop), Jason Ottie (ITS), Jim Owen (One Stop), John Sharp (ITS), Vince Smyth (Auxiliary Services).

The meeting was called to order at 12:05 p.m. by Chair Everett Malcolm. He welcomed several attendees who were non-members and mentioned that the meetings are open to anyone who wants to attend. He reminded members that the Bylaws do not allow for proxies to vote for absent members.

1. Approval of Minutes

The minutes from the 3/3/06 meeting were approved as written.

2. Appreciation

Vice President Shari Shuman expressed appreciation for all the efforts of the Parking Council during this year. She said that although administration does not always go with the recommendations sent from the Council, the President does take into consideration all recommendations, especially regarding parking rates. The Parking Council does make a difference in the operations of parking. Again, she expressed thanks for the work of the Parking Council, and looks forward to next year.

3. Visitor Parking Lot

Everett Malcolm received an e-mail from Sydney Hickson in One Stop regarding visitor parking and he asked her to attend the Parking Council meeting to share her comments. Jim Owen from One Stop also attended. Sydney Hickson expressed her concern that parking is a visitor's first experience and impression of UNF. Visitors find it confusing, inconvenient, and frustrating. Her opinion is that there should be parking in lot 7 for "normal" and not "registered" visitors to UNF. This would greatly enhance people's first experience visiting UNF.

Everett Malcolm said that we have a large number of students who come to Campus one or two days per week and they purchase the daily pass because it is cheaper. Some faculty and staff also buy if they are late to work. The idea of the registered guest program was to know about "visitors" coming to the campus so that we can provide for them. If anyone buying a permit is allowed to park in Lot 7, then this would include students, staff and faculty who buy daily passes and that would not meet the purpose of providing for true visitors. There would be no way to distinguish.

Members asked if the One Stop knows who is coming to Orientation so that the pass could be requested ahead. They do not always know. One alternate offered was to have personnel issuing daily passes ask the nature of the person's business to

determine the required permit. Council members said this would be asking too much of Parking personnel. And there would be the problem of honesty on the part of the person buying the permit.

Having parking meters for short-term parking was also discussed. It was suggested that Vince Smyth gather information on meters.

Everett Malcolm asked that the Parking Council address the Visitor Parking Lot issue in the fall. He asked the One Stop staff to meet and submit several options to him for consideration by the Parking Council. It was suggested that they contact other Universities in Florida to find out what is working for them.

4. Day pass parking allowance after 6:30 p.m.

Vince Smyth told the Parking Council it has been decided that day pass holders will be able to park on the first floor of the garages after 6:30 p.m. This will be effective May 2006.

Parking Council members expressed concern that this was mandated without coming to the Parking Council. Everett Malcolm said that after learning of the decision he attempted to call Tom Serwatka who was out of town for the week. Everett Malcolm will meet with him upon his return. The Council asked that Everett Malcolm convey their concern that this decision was made without coming to the Parking Council. They should have at least had the opportunity to discuss in a Parking Council meeting.

Council members realize that this was done to accommodate events scheduled in the evening. However, concern was expressed that this throws off the ratio for parking in the garage where the Campus Community has paid for premium parking. If someone leaves the Campus and comes back during the evening, they expect to find parking in the area for which they paid a premium price.

The question was asked whether daily pass holders will be allowed to park in reserved spaces on the first floor garage after 6:30 p.m. Everett Malcolm will ask Tom Serwatka for an answer to this question.

5. Opening core of Campus before 9:00 a.m. to those with Lot 18 only permits or aquatic passes

Everett Malcolm said that recent letters to the President's Office have raised the idea of allowing those with Lot 18 permits or aquatic passes to park in the core of Campus before 9:00 a.m. and/or after 7:00 p.m. Tom Serwatka asked that this be considered by Parking Council.

Everett Malcolm said that Parking Council has considered the evening allowance in the past and decided not to recommend any allowance of the discount group to park in the core of Campus in the evening. However, parking before 9:00 a.m. has not been considered.

It was explained that cheerleaders practice from 5:30 to 8:30 a.m. and that no one is on Campus that time of day. The aquatic center has older people who come early in the morning and many have difficulty walking.

Parking Council members made the following points:

- If approved, this would probably only be for one academic year since lots 3 and 4 will be used for new construction. Council members emphasized that it is not good to keep changing rules and regulations. It is difficult for people to know where and when to park.
- With a different time for a special group, this could cause operational issues and could generate lots of mistakes in issuing tickets. The more we simplify the better.
- People using the aquatic center who do not have a disabled parking permit could ask the aquatic center for a gold and silver parking pass.

The Parking Council agreed that this issue should be on the agenda for the fall semester.

6. Other business

1. Vince Smyth reported the following:

- *On-line Parking Permit Purchases for Students.* This should be available for the coming fall semester.
- *On-line Pre-booking.* Starting this fall semester, this feature will be available for faculty and staff. Information will be on Campus Up-date this next week. Pre-booking will also be available for students who have first floor garage parking this semester and want it for the coming fall. They will be notified by e-mail.

There are three options for payment:

- *Regular Payroll deduction* - 1/24 of the annual cost of the permit will be deducted from each payroll (except the third payroll of the month) starting with the payroll immediately following permit pick-up. If the permit is returned before expiration, the next payroll will be the final 1/24 deduction assessed.
- *One-time payroll deduction.* Full cost will be deducted from the next payroll after permit pick-up. There will be no refund.
- *Cash or check.* Full permit cost required at pick-up from Auxiliary Services. There will be no refund.

The question was asked if this would work like the insurance benefits where it would automatically renew yearly if no action is taken. Vince Smyth said at this time it would not be, but this could be look into for the future.

2. Tammi Horn asked about the issue of daily pass holders being allowed to park on the 2nd and 3rd floor garages. This throws off the ratio. Everett Malcolm said that a recommendation restricting pass holders to park in general parking and discount lots was sent to VP Shari Shuman in FY 04-05 and was denied. He said that this could be revisited. Tammi Horn asked that the following issue be placed on the agenda for the fall: Daily pass holders should not park on the 2nd and 3rd floor garages.

3. It was agreed that the following issues be on the Parking Council agenda for the fall semester:
 - a. Restricting daily pass holders to park in general parking area and discount lots, and not be allowed to park on the 2nd and 3rd floor garages
 - b. Opening core of Campus before 9:00 a.m. to those with Lot 18 only permits or aquatic passes.
 - c. Opening visitor parking in Lot 7 for “normal” and not “registered” visitors to UNF.

7. **Future meeting**

All charges for the 2005-06 academic year have been completed. Therefore, no future meetings are scheduled.

If a meeting is needed after Everett Malcolm meets with Tom Serwatka, members will be notified by e-mail.

Chair Everett Malcolm said the Parking Council has been great to work with this year and thanked everyone for serving on the Council.

The meeting was adjourned at 1:10 p.m.