

Parking Advisory Council Meeting

September 23, 2011

1:30pm

**Auxiliary Services Conference Room
Building 8, Room 1106**

MINUTES

Members Present: Everett Malcolm (Chair), Anthony Hendricks, Diane Tanner, Mike Biagini, Carol Woodson, Glenda Kelsey, Cathy Johnson, Cammy Pucci, Matthew Yost

Members Absent: Kyler Dykes, Zakariya Varshovi

Others Present: Neal Fisher (Parking Services), Mark Richardson (UPD)

The meeting was called to order at 1:35 PM by Chair Everett Malcolm.

1. Approval to audio record meeting

- Everett Malcolm made the Council members aware that the meeting is being recorded to help with accuracy of the minutes.

2. Welcome and introduction

- Introductions were made.
- Chair Everett Malcolm thanked the group and explained it is not an easy Council to be a part of, to help others interpret parking rules, address their emails and concerns, help explain where you can and cannot park and the why's of the policies. The Council follows the spirit of Robert's Rules of Orders. He explained that it is an open meeting but only the Council votes. The Council helps to ensure we have done what is best for the University. He stated the Council is a "recommending body" to the Vice President, Shari Shuman who moves recommendations to the President. If she denies, she will address the Council and provide additional information.

3. Parking Council Charge for 2011/12

- Everett Malcolm explained that the charge given by VP Shari Shuman serves as the core of what the Council should look at, discuss, and accomplish during 2011-12 academic year and added that a few of the deadlines are tied to BOT meetings as some recommendations that come from the Council require the approval of the

BOT related to increases in parking fees, however, Vince, Shari and Everett met and it does not appear that we will need to have a parking fee increase for 2012-2013 because we are growing at a slower pace than anticipated.

4. Review of By-laws

- Everett Malcolm encouraged the Council to review the By-Laws now in order to share any suggestions the members might have as to potential modifications to the By-Laws.
- Carol Woodson suggested adding “will hold at minimum” to be added to the frequency of when meetings are held since the bylaws indicate quarterly. Council approved the recommendation.

5. Appointment of Vice- Chair

- Everett Malcolm stated the Council should consider who the members want to nominate to serve as Vice Chair and added that choosing a Student Government representative for the position might be the most appropriate as they represent the majority of the University’s community and hear a great deal of the students’ concerns regarding parking related issues. The Council voted for Matthew Yost.

6. Feedback on Fixed Decals for Students

- Everett Malcolm asked Neal Fisher to comment to Council the feedback related to student fixed decals that all students are now required to have to reduce theft. Hanging decals are no longer available to students but are to faculty and staff. Those thefts are a 3rd degree felony and are reported in UNF’s crime statistics. Parking Council, last year, made the recommendation to move to the fixed decal for students. The majority of the students were fine with the change. Non-traditional students who have more than one vehicle were not pleased with the change.
- Neal Fisher stated that last April, in Student Osprey Update, notification of moving to a fixed decal for students ran for one month. Parking Services only received 2 phone calls regarding the notification. This indicated students were not reading the update. As soon as the decals were received by students, phone calls began. At that time, students were allowed to get a temporary permit while waiting for decal but concerns were students would be using them quite frequently (3, 4, 5 times a semester), it was decided to allow a second permit of a lesser category to be purchased as well. Meaning, if they purchased a Premium permit, they could then purchase a second permit for 18, 53. That was not well received.
- Neal Fisher stated Parking has received over 400 appeals related to students not properly affixing decals to their vehicle. He stated UPD has 2-3 cases of theft of decals not being properly affixed.

- Neal Fisher stated it is also against Florida Traffic Law to affix a decal to a windshield. Parking began to allow students to place it anywhere on inside glass as long as it is visible.
- Neal Fisher said decals are working but appeals are abundant. He will be looking for consistency with the Appeal Board on their ruling with the fixed decals.
- Cammy Pucci was interested in knowing how Parking was handling students who are also staff being forced to use a fixed decal. Neal Fisher stated they should not be forced and should have pursued an employee purchase.
- Neal Fisher said students felt using handouts, Osprey update and attachments mailed with the decals were not enough information for them to feel comfortable with the change.
- Everett Malcolm asked the group if any other members had concerns brought to their attention regarding the fixed decal. Carol Woodson stated one of their students asked about what if they needed to bring in a second car but otherwise not a big issue with them.
- Neal Fisher stated again that Parking has cited over 400 students and returned approximately 500 phone calls related to fixed decals.
- Carol Woodson asked if it is possible that if they were to register the second car, could they get a duplicate decal? Neal Fisher stated no, but students are able to purchase a lesser permit/decal but not in the same category. That is where students have an issue of buying a premium permit but are required to buy a lot 18/53. Everett Malcolm stated the reason it is not allowed is because of internal procedures and not being against a law. Neal Fisher stated we currently do not register vehicles and the system allows a buyer to bypass that screen. Carol Woodson stated she was not aware that you could bypass the screen and as a faculty member, she entered her information. Neal Fisher stated it is helpful to register vehicles and may become a necessity for next year. Carol Woodson asked if it were a necessity, could we issue a duplicate decal? Neal Fisher stated it would not prevent both cars from being on campus at the same time.
- Anthony Hendricks asked Neal Fisher if 400 citations were lower or higher than last year. Neal Fisher responded it was higher due to the fixed decal but normally do see violation codes for parking on the grass, inappropriate areas, no UNF permit, expired permits, etc.
- Everett Malcolm asked Neal Fisher if the students who used tape to adhere their decal were given a warning. Neal Fisher stated warnings were given out in the first week of classes. He has seen some unique adhering of decals such as students adhering only the top half, etc.
- Everett Malcolm asked the group if there were any other comments regarding the fixed decal. Mark Richardson stated one of the over arcing reasons to go to a fixed decal was to reduce theft of permits. In fact, UPD has seen significantly reduced numbers of theft of permits. Not one that was applied appropriately was stolen. The three that were stolen were not adhered and left on their dash or used tape. The other issue was students forgetting their hanging pass and

appeals have not had one of those complaints. The reasons UNF went to the fixed decal are working but are just having to educate the students. Mark Richardson suspects none of the new students were students who were calling to complain. So in the next year we would have fewer complaints, the next year fewer and fewer as the new students come in. This helps have a reduction in crime which every University sees and what we are ranked on.

- Everett Malcolm asked Mark Richardson if it is against the law to adhere something permanent on the front windshield. Mark stated that is correct. Everett Malcolm asked has anyone ever been cited for doing that unless it is adhered right in the viewing area of the windshield. Mark stated the law is to prohibit drivers from obstructing their vision and thereby causing a distraction or accident. He has never known anyone to receive a ticket. Everett Malcolm stated if they went to using the rear window we would run into people with convertibles or painted bumpers deteriorating paint on cars. Diane Tanner asked if the license plate could be used. Mark Richardson stated it is against the law and most Universities place their decal exactly where we are placing ours. Everett Malcolm asked if it is a state by state law. Mark Richardson stated yes, it is a state law and Florida sets its own standards.
- Everett asked the group to continue to collect information and asked Parking Services to do research and come back with a recommendation to the Council on where the position goes on fixed decals.

7. Other Business

- Everett Malcolm asked the group to refer to their handout from a concerned faculty member. He stated the faculty member was invited to the meeting but did not respond to the message. He stated some of the email facts were not accurate and the Council and Parking Services need to help educate the campus community more on how permits are sold. In fact, the First Floor is not sold on a 1 to 1 ratio. The only permits sold on a 1 to 1 space ratio are Reserved and Housing. We, the Parking Council nor Parking Services have anything to do with issuing Reserved spaces. They are all issued through the President's office. Diane Tanner stated the faculty member was out of the country when permit reservations were available. Could that time period be extended? Everett Malcolm asked Neal Fisher to find out about the ability to have permits roll over year to year without changes similar to our insurance and the only time it would be different is if the employee would like to make a change. And maybe for students as well. Neal Fisher stated research would be needed to find out if the software could handle this type of request and that he would speak to other universities to see if they are doing this and how they are doing it. Everett Malcolm stated it would help for 9 month, 10 month, 12 month permits and do travel on TLO's with students and it would be helpful. Carol Woodson supported the idea. Dianne supported the idea but wondered how would we know if someone retires or resigns? Everett Malcolm stated the employee could notify Parking Services. Neal Fisher stated he gets a termination list each day that he monitors.

- Cathy Johnson asked how Parking is notified of terminated employees? Neal Fisher stated that the termination report is daily and sometimes proceeds a payroll period and that allows the employee to still have a valid, active permit for another two weeks or so.
- Neal Fisher stated to the group that if you have a First Floor permit, it is guaranteed for the first 30 days during the renewing period. At the 31st date, it's open to everyone. If the Council wanted to move to a rollover, it would only be open to those same 200 employees, year after year. Everett Malcolm stated that year to year, people do leave and those spots would open up and we would know right away and we would have the ability to open that window up to new employees.
- Diane Tanner stated the faculty member had trouble finding parking when leaving and returning to campus during the day. Everett Malcolm stated it is an issue with any level parking and unless we are starting to mess with ratios and number of permits in each area, factor into that the daily permit and where they can park. Visitors can park in any premium space. These things can have an impact.
- Carol Woodson asked if considerations have ever been made to have faculty and staff parking only. Everett Malcolm stated we do not have enough faculty and staff yet to take over parking garages and there would be a lot of empty parking spaces. Students would feel the same frustration everyone feels when they see empty spaces where they cannot park. Carol Woodson asked what if it was only the first 2 floors. Neal Fisher stated he has done some research on the idea and can prepare something in the near future to present to Council. He stated over 1700 permits have been sold to faculty and staff between Premium, First Floor and Designated permits. This is not including UNF Hall, Alumni Hall and the University Center. If faculty and staff needs were addressed at a 1 to 1 ratio, then Lot 9, Lot 3, Lot 2, and the 1st, 2nd and 3rd levels in the both garages would be needed. That is 1 to 1 ratio which is something that may not be needed because staff is here at different times. Carol Woodson stated maybe there is some compromise in there but that we can't take up all core of campus parking. Neal Fisher agreed.
- Diane Tanner stated we could ask John White to attend to provide recommendations to Council. Everett Malcolm stated he would extend an invitation to attend the next Parking Advisory Council meeting. Carol Woodson stated she has had faculty echo the same concerns about leaving and return and having trouble finding parking. She stated she has wanted to just park in Motorcycle parking because her students are waiting and just pay the ticket. Especially the first 2 weeks of the semester.
- Everett Malcolm stated the first 2 weeks have improved since the permit expiration dates have been changed to expire before the new semester begins.
- Carol Woodson stated another concern was that a student continued to park in a faculty members reserved space. He wanted to know why the student was not towed since a ticket or boot still tied up the space. Neal Fisher stated Parking is not authorized to tow. UPD is authorized. The only time Parking can

tow is if the car is blocking a service area. Diane Tanner asked Neal Fisher could Parking ask UPD to tow if they are authorized. Neal Fisher stated it would be up to UPD, it is their call. Diane said maybe the concern is accidentally towing a donor.

- Diane Tanner asked the group if students are parking wherever they choose the first 2 weeks because they are used to the warning period. Neal Fisher stated warnings were not given to First Floor, Designated and Reserved the first week. Those cars were cited. Everett Malcolm asked if we are sending a mixed message on parking and getting warnings vs. citations. Anthony Hendricks stated the first 2 weeks are a strange time for students because the good thing about the policy it is a learning period and the other benefit for students helps them decide to adjust their class schedule and makes that first week a little easier and get their feet wet. He does not support ticketing right away. Carol Woodson stated her department is spreading their classes out more so that helps parking. Anthony Hendricks stated there are students who arrive hours before class to find parking.
- Matthew Yost stated maybe combining First Floor and Designated parking permit as an additional option for those faculty and staff members to have another option so they would not park in a Premium spot to help keep that free for students. Carol Woodson stated she has a First Floor permit but parks in Premium spaces because she couldn't find a spot on First Floor and a student ripped into her for taking a Premium parking space. Neal Fisher stated lot counts have been completed and would be available soon.
- Everett Malcolm stated Parking Services does a great job of provided the data the Council needs to make decisions/recommendations on issues and concerns.
- Cathy Johnson raised an issue for employees who work at UNF Hall and the University Center coming to core of campus for a meeting or business and they must purchase a vendor pass. She stated some departments have limited funding and could we address having a space for staff to come to do business or a meeting. Maybe more 20 minute loading spaces. What can be done about the cost? Everett Malcolm stated that it is an operational issue and that Council did not decide to charge for the vendor passes.
- Anthony Hendricks asked the group how much Lot 53 is being utilized by students. He stated the students he spoke with said the shuttle does not service that lot often enough. Is there a way to increase shuttle frequency? Matt Yost stated only half is used but that shuttle is slow over there. Carol Woodson asked if we can look at shuttle frequency. Neal Fisher stated that there is a shuttle change possibly coming. Matt Yost stated that the change is to the route. Neal Fisher stated it would increase shuttle headway times to Lot 53.
- Everett Malcolm stated PECCO funding will be stagnant soon, construction will slow down and maybe Council could suggest obtaining the lot near 18 where all the contractors park. Could we get access to that spot, pave and use? Neal Fisher stated there are about 200 spaces in that gravel lot.

8. Future Meetings

- October 21, 2011
- November 4, 2011
- December 2, 2011
- January 20, 2012
- February 10, 2012
- March 2, 2012

The meeting was adjourned at 2:45 p.m. Prepared by Salena Tepas