

Minnesota State University, Mankato

Parking Advisory Committee

Meeting Minutes – Friday, May 3, 2002

Parking Advisory Committee Chairperson David Cowan convened a regular meeting of the Parking Advisory Committee at 1:03 PM on Friday, May 3, 2002 in the Conference Room of the Student Senate.

Regular PAC Members Present – 6 of 6

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| 1. David Cowan | Administration Representative |
| 2. DeAnna Hoechst | Alternate for Rose Marie Ley, Classified Employee Representative – Voting Member |
| 3. Hailey Schmitz | Alternative for Celeste Hollerud, Student Association Residence Hall Representative |
| 4. Scott Hagebak | MSU Association of Administrative & Service Faculty (MSUAASF) |
| 5. Steve Bohnenblust | IFO Faculty Association Representative |
| 6. C. Rhys Gaffer | Student Association Off-Campus Representative |

Ex-officio Members Present – 1 of 6

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| 1. David Neve | Business Affairs Office - Nonvoting |
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Ex-officio Members Absent – 5 of 6

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| 1. Sue Edstrom (Excused) | Parking & Traffic Services/Parking Citation Appeals Board - Nonvoting |
| 2. Kristen Young | Residence Hall Association President - Nonvoting |
| 3. (Vacant) | Space Scheduling Office Liaison - Nonvoting |
| 4. Marty Rost | Facilities Mgmt. Planning & Construction Manager – Nonvoting |
| 5. Diane Solinger | Residential Life Office - Nonvoting |

Others in Attendance

- | | |
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| 1. Syed Ali Raza | Student Association Vice President |
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Meeting Agenda Approved

The tentative agenda for the May 3rd meeting was reviewed. Item #5 dealing with an update on FY'02 income and spending was taken off – statistics on current year income was contaminated with FY'03 permit sales which needs to be backed out by the Business Affairs Office. Added was an update report item about the City's Mass Transit Committee. The agenda as modified was approved.

Meeting Minutes Reviewed

C. Rhys Gaffer moved that that the PAC approve the minutes from the April 12th meeting. Motion passed.

Sunken Lot Ravine Erosion Drainage Update

Chairperson Cowan reported that he had talked to Marty Rost and told him that the PAC wondered why, after spending considerable sums several years ago, we were now having ravine erosion problems on the southwest corner of the sunken lot (Lot 4a). Marty indicated that Facilities Management was just as concerned. Rost stated

that the water problem was not a result of underground drainage from the Student Union area as there now existing sufficient underground drainage capacity on South Road West to capture that water.

Ex-officio Nonvoting Status for a MMA Representative and a MAPE Representative

PAC Chairperson Cowan indicated that he would approach the leadership of both Middle Management Association (MMA) and MAPE (Minnesota Association of Professional Employees) (MAPE) bargaining units to see if their unions would be each interested in appointing an ex-officio nonvoting member to the PAC. The creating of these two non-voting seats was voted on by the PAC April 12th.

2002-03 Budget Recommendations Reviewed Again

Members then reviewed these previously approved spending and income plans for 2002-03:

Cost Center	2002-03 Income Estimates	2002-03 Spending Forecast
#337830 General Parking	\$ 698,760	\$ 252,000
#337835 Parking Lot Maintenance		\$ 250,958 (includes only \$40,000 for cross charges)
#337840 Traffic & Parking Services	\$180,000	\$ 94,160
#337845 Parking Appeals System	\$ 150	\$ 25,000
#337850 Time Stall Parking	\$ 25,000 Meters \$ 240,000 Paylot Revenues	\$ 60,000
#337855 Dispatch & Patrol		\$ 195,000
# Red Eye Shuttle & Bus Services		\$ 122,750 (includes \$108,000 for bus service)
Recommended FY'03 Totals	\$1,143,910	\$ 999,868

As in the past, should the estimates hold and a surplus be generated by 30 June 2003, excess receipts are dedicated for a contingency for equipment replacement, major lot improvements and/or stall capacity increases.

C.Rhys Gaffer moved to amend the proposed FY'03 spending plan by adding \$22,264 for ravine repairs for the southwest corner of Lot 4 [\$17,394 total project cost + \$1,739 contingency (10%) + \$3,131 for engineering fees (18%) = \$22, 264]. Any additional cost overruns are to be considered by the PAC at a future date. Motion carried 4 yes, 2 no. [Cowan will now amend the above table to reflect a recommended \$1,022,132 in spending for FY'03 and forward it on to the Administration.]

Steve Bohnenblust reported that during a 2 May 2002 Meet & Confer Meeting of the IFO Faculty Association and the Administration, H. Dean Trauger, Finance & Administration Division Vice President, announced that the University would, over a period of time, attempt to pick up more parking related expenses than it has in past years. This effort would have to be “phased in” recognizing that the University M&E General Fund budget was very tight.

Review of 4/16/02 Gold Permit Drawing

Chairperson Cowan then circulated a one page report which detailed the results of the Gold permit drawing held 4/16/02 following a Friday 4/12/02 application deadline. He noted that 792 participated with all but one so far receiving a Gold permit area assignment, though not all received their 1st of a possible 4 choices. Cowan reported that over half of the applicants used the “on-line” drawing registration capability available for the first time on the Parking Program’s website.

Because of the new faculty/staff priority student applicants had no luck getting into Lot 4a, Lot 6, Maywood West On-street curbside parking, Lot 10, Lot 11/11a, Lot 12, Lot 14, and Wigley on-street curbside parking. Basically,

out of the 825 inventory of Gold stalls, 308 (37%) of the stock, for all practical purposes, turned into exclusive faculty/staff enclaves. Overall faculty/staff received 587 Gold permit assignments while students were held to 205.

Because of vacancies left in many of the more distant Gold permit lots, sales were still on going and Cowan anticipated that the final results, when known next Fall, would have the students at something more than the 27.6 % figure they held on April 16th. Student buyers have not been turned away and are being encouraged to buy up whatever permit vacancies exist in the less popular Gold permit areas. Cowan also noted that there should be enough vacancies for new faculty and staff hired this summer though the ability to get them into the prime core campus Gold permit lots is limited to those who qualify for the "safety net" option.

Gold Permit "Safety Net" Option Update

PAC Chairperson Cowan distributed copies of a May 1 email he wrote to Finance & Administration Vice President H. Dean Trauger. The email dealt with the history of the Gold "safety net" option. The note read:

TO: H. Dean Trauger, Vice President
Finance and Administration Division

FROM: David Cowan, Chairperson
Parking Advisory Committee

RE: Background of Gold "Safety Net" Option

For eight years the Gold "safety net" option has been in place first appearing in the 1994-95 edition of the Parking Guidelines handbook.

Reserved Gold safety net permit are regular Gold permit sold to those who can demonstrate a compelling administrative need for a safety net Reserved Gold.

As I have indicated to PAC Member Stephen Bohnenblust, in the past the PAC has appreciated that there are some situations which are not always adequately addressed by the "luck of the draw" tied to the annual Gold permit drawing. Past examples of where the "safety net" option was employed includes Reporter student ad personnel (Lot 11/11a), bookstore personnel who have to come and go to make deposits, food service bakers, and a few MSU administrators. (Understand that those falling under the "safety net" are still expected to fully pay the \$210 required of the Gold permit.)

The most popular Gold permit stalls of our entire 825 Gold permit inventory are located in Lot 6 (between Morris and Otto Arena). Not counting the students who wanted a Lot 6 Gold permit, 164 faculty and staff chose Lot 6 for their "1st choice." Of the 40 who are assigned Lot 6 for this Fall, 18 are faculty, 13 staff, and 9 administrators (of which 4 were "safety net" options). (Last year 45 were assigned Lot 6: 18 students, 11 faculty, 10 staff, and 6 administrators - a slight oversell was made possible by the large number of students and their "come and go" habits.)

As in past years, I made the call of who best fit the need case for a Gold safety net. The PAC, at least in the past, was comfortable enough with the process that it was not interested in getting involved with the detail of knowing who or why an individual received a safety net, insofar as I used "common sense" and kept faith with the "compelling need" broad outline. Therefore, without the an apparent interest on the part of the PAC in an oversight panel, the operative authority I used in making the decision fell back on page 1 of the handbook:

The Facilities Services Manager as Parking Advisory Committee Chairperson is authorized to make all necessary operational decisions affecting parking policy.

Just recently the process used to change existing Gold permit drawing procedures included debate at the Advisory Committee level, recommendations to the Annual Parking Hearing, and finally a recommendation to the Administration. (Beyond the formal process, I routinely meet with interest groups to garner their support for major changes like this last one.) This procedure was followed which gained for faculty and staff a new priority in the Gold drawing whereby whatever was not taken by faculty and staff was given over to students interested in buying a Gold permit. This is an excellent example of how parking handbook regulations have been changed with relatively smooth "buy in" by components within the campus community.

If, after all these years, the PAC elects to tackle the details related to who qualifies for a "safety net" Gold permit option, I certainly have no objection. This would not necessitate a change in current handbook policy but could be accomplished by implementing new procedures.

It is important that in whatever we do we maintain a reasonable level of confidentiality to avoid the potential of public attacks on the recipients from those who feel they could have been in a particular Gold permit lot had not consideration been given for a "safety net" to some other individual.

PAC members were in agreement that the responsibility of deciding "safety net" need cases should now be shared among advisory committee members, particularly after several within the campus community expressed doubt about the mix of people assigned to Lot 6 for 2002-03. *The Reporter* also took issue editorially April 26th with the fact that the PAC Chair "safety netted" four administrators in Lot 6. Cowan defended his decision on Lot 6 and noted that it was interesting that *The Reporter* failed to mention in its editorial that it was a beneficiary of the same "safety net" clause receiving three waivers to Gold Lot 11/11a. The PAC Chairperson welcomed volunteers from the PAC who would help with future requests.

Scott Hagebak suggested to avoid future second guessing and suspicions of favoritism, that the PAC simply adopt a policy whereby the vice presidents and college deans not be included in the Gold Drawing but be assigned a close-in lot of their choice as long as they pay the \$210 Gold permit price. He pointed out that stalls already are set aside for the President (Lot 6), Security Director (north side of Wiecking), and the Facilities Management Assistant Vice President (north side of Wiecking) – all these dedicated stalls each carry a \$340 tab with the individuals affected paying for a \$210 Gold permit to park in them. No action was taken on the Hagebak suggestion.

Hagebak also suggested that both the Student Attorney's stall and the Cultural Diversity stall in Gold Lot 11a be abolished and those affected be "safety netted" into Lot 11a. Too many hours of each day those dedicated stalls remain empty and it appears to be a poor use of valuable parking space. The PAC Chairperson agreed to contact the stall owners and ask if they would be interested in submitting a "safety net" request to the new panel. Both the Student Senate and Cultural Diversity are paying \$340 per stall when a Gold safety net permit is \$210.

Steve Bohnenblust moved that three members of the voting membership of the PAC be empaneled to deal with **future** "safety net" option requests which are to be in writing. The panel shall not reveal information which would allow individuals to be identified. Decisions of the panel are final and shall not be reviewed by the full membership of the Parking Advisory Committee. Motion passed unanimously.

C. Rhys Gaffer then moved that for the first year the panel be made up of the PAC's classified representative, the Faculty Association's representative, and one of the Student Association's representatives. The PAC Chairperson shall act as presiding officer and convene the panel though he shall not vote. Motion carried.

Electronic Purchasing of Permits – Great Success

David Neve reported that a large number of permit buyers elected to purchase their 2002-03 permit "on-line", including Gold Drawing applicants, Purple permit buyers, Orange permit customers, Green permit customers, etc. Having the customers type in the necessary application data "on-line" eliminates the potential for spelling errors, a common problem in past years when data entry operators had to rely on written parking application forms.

City's Transit Advisory Committee

C. Rhys Gaffer reported on the status of the City's bus consultant report. It is not yet final. The consultant's report will cost the City about \$50,000. Gaffer believes that there will be no rate increase in 2002-03 for the two bus routes for which MSU is under contract with the City (i.e., Campus Express Route 1 and Route 8).

Red Eye Shuttle Update

Red Eye Shuttle driver Syed Ali Raza then gave the PAC his observations on the shuttle service. He noted that the busiest time for the shuttle driver is from 11 PM to 12 Midnight, Monday through Thursday.

Adjournment

Without objection, the meeting was adjourned at 2:52 PM.

Respectfully submitted,

David Cowan, Chairperson
Parking Advisory Committee