TPAC September 28 Meeting Minutes

IN ATTENDANCE:

Jeremy May          Edgar Banda          Matt Prasifka
Elise Myers         Eric Holamon         Maria Honey
Elliot Kauffman     Mallory Doeckel
Bob Browand         Kamran Riaz
Clifford Kennedy    Neil Hart

OPEN FORUM:

- No open forum discussion

MAY AND JUNE MINUTES:

- Tabled until next meeting

ELECTION OF CHAIR AND VICE-CHAIR:

- Tabled until next meeting

UPDATES AND OLD BUSINESS:

- TPAC Committee Overview
  - Matt presented TPAC committee overview, including agenda development (by chair/vice chair in coordination with the Director, PTS), member participation at community outreach events and TPAC as a “closed” committee.
    - Discussion:
      - Input from SGA, Faculty Senate and Staff Council regarding “closed” meeting status
        - Neil stated meetings have always been intended as closed meetings
        - Matt added the by-laws reference open forums as a means of community involvement/input
      - Request that the by-laws be updated to reflect the closed status
        - Neil clarified that by-laws can be updated with the vote of the committee
      - Concern regarding ability of members of the campus community to attend meetings and watch their representatives working
        - Neil acknowledged importance of feedback and dialogue
      - Clarification on closed meeting definition – can non-members attend to watch but not participate? Can people participate in the open forum and stay for the duration of the meeting to observe or do they need to leave at the end of open forum?
      - Concern regarding OGC review of closed meeting status
- **Communication/Marketing**
  - Game Day messaging for Saturday games continues
  - Planning for Thursday, Oct, 19 game day messaging – similar messages as Saturday but to more unique audiences
  - Sugar Land preparations – web updates, emails, signage and social media to promote distribution of parking permits
  - Word On The Street Blog – resuming academic year schedule (new post every other week). Upcoming topics: post-Harvey recap, Why is Parking So Expensive?

- **Customer Service**
  - Eric presented COAST enrollment stats, including end of FY17 numbers
  - Discussion of customer service operations during back-to-school period
  - Wait lists are being worked for student and faculty/staff waitlists. Acceptance rates are lower than historical norms, with student acceptance <40% and F/S near 50%.

- **Operations**
  - Lot 1A – construction completed and lot is open
  - Winter maintenance work is going out to bid
  - Scope of Summer 18 work has been submitted to facilities
  - Working on project to convert exterior lot and garage lighting to LED
  - Updated on T2 gated lot conversion and Garage 5
  - Campus-wide curb painting program established for on-going painting

- **Director’s Updates**
  - Bob presented an “Orientation Presentation” on the scope of Parking and Transportation Services
    - Budget – as an Auxiliary enterprise
    - Services offered
    - Permit sales/oversell information
    - Recap of current projects, including Garage 5, Guidance system and MacGregor lots
    - Policy changes for FY18
      - Capping F/S permits
      - Eliminating “parking down”
      - Consolidation of all “economy” parking to ERP as “Remote Campus”
      - New evening/weekend permit

- **Old Business**
  - No old business

**NEW BUSINESS:**

- No new business
**Member Items:**

- Elliott presented a question from a student regarding the ability to implement an installment option for larger citation amounts.
  - Bob clarified current program of transferring citations to the student account at 21 days. Students have the option to make multiple payment until day 21.
- Elsie presented a situation regarding a tow request from a reserved space. Confusion whether there was a minimum amount of time a car had to sit before it could be towed.
  - Cliff confirmed there is no minimum time for a tow from a reserved space.
- Elliott requested that the number of citations a person has received be displayed on the appeal report.
  - Will check to see what level of customization is available on this report.
- Dr. May asked how utilized lots on campus are during Game Day and expressed concern that ERP is not a viable option for students on Saturdays who might stay on campus after the shuttles stop running.
  - Bob will discuss shuttle schedule with Athletics.
- Elsie asked about the curb at Science and Teaching Lab – no signage at this curb and vehicles are always parked there.
  - Bob clarified that this is along Cullen and is a city of Houston street, not an area we can enforce.
- Neil gave an update regarding parking at the dead-end of Calhoun: city of Houston has installed no parking signs and have been placing notes on vehicles parking in this area. Citations and towing are expected to begin soon.
  - PTS will post information on this on social media account.

**Next Meeting: Friday, October 20**