**Committee Name: RPIPC**

**Committee Officers: Jan Hoffman Clark, Susan Allen, Emily Gómez**

**Academic Year: 2016-2017**

**Meeting Date & Time: October 7, 2016, 2:00pm**

**Meeting Location: A&S 251**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Susan Allen | R | Will Hobbs  |
| P | Donna Bennett  | P | Jan Hoffmann Clark |
| P | Millicent (Millie) Dempsey | P | Kristy Johnson  |
| P | Josefina (Fina) Endere | R | Wanda Johnson  |
| P | Charles Faber | P  | Nancy Mizelle |
| R | Renee Fontenot | R | Evita Shinholster  |
| P | Emily Gómez  |  |   |
| Guests: Bob Orr, Carol Ward, Lindy Ruark, Rob Sumowski, Greg Brown, John Bowen, Tom Toney |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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|  Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions  | Action or Recommendations | Follow-Up{including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | The meeting was called to order at 2:00 p.m. |  |  |
| **II. Approval of Agenda** | October 7 meeting agenda presented. Items 2 (welcome Shinholster and Johnson) and 7 (Initial presentation of proposed GC FMLA policy and procedure document as mandated by the USG BOR) moved to November 4 meeting. | Motion to approve from Allen; second by Hoffmann Clark | Items 2 and 7 moved to November 4 meeting. |
| **III. Approval of Minutes** | Minutes from August 9 meeting presented. (September 2 meeting was canceled due to campus closure). | Motion to approve from Allen; second by Hoffmann Clark | Minutes posted to minutes.gcsu.edu |
| **IV. Agenda Item 3: Presentation on State Charitable Contributions Program** | Lindy Ruark, Administrative Manager Auxiliary Services and Rob Sumowski, Assistant Professor of Teacher Education, discuss SCCP. Main points:Rob Sumowski:* Payroll deductible
* 1350 choices of charities
* GC’s giving is low in contributions compared to previous years
* College of Education donates more than others – other colleges need to be encouraged
* Participation can be completed online

Lindy Ruark:* Staff grounds crew has 100% participation
* Contributions can be as low as $1 and can be one time payment or through payroll deduction
* Speak to Marcia Cainion if you would like to donate to GC Foundation
* Everyone who donates is entered into a drawing for 2 tickets to the Georgia Aquarium.
 | Handouts presented to RPIPC members, who were encouraged to support and promote the SCCP within their departments. |  |
| **Agenda item 4: Review final version of operating procedures and vote to approve** | Hoffmann Clark asks for questions and comments re: operating procedures.Orr: question concerning RPIPC’s voting/non-voting members.Allen, Clark Hoffmann: Orr and Ward are non-voting (ex-officio) members. | After no further questions, Hoffmann Clark calls for motion to vote on operating procedures. Endere seconds. All in favor. |  |
| **Agenda item 5: Request for volunteer from RPIPC to serve on the Sustainability Council for 2016-2017 as a nonvoting member** | Hoffman Clark reads Sustainability Council mission statement, asks for volunteers.Bennett: Will Hobbs is the secretary of the Sustainability CouncilEndere: Goes to most of the meetings and will be the representative if Hobbs is not |  | Hoffman Clark will follow up with email to Hobbs and then get back in touch with Endere |
| **Agenda item 6: Discussion of proposed policy motion to affirm current GC parking policy as it was approved in 2006.** **Guests: John Bowen, Senior Manager Parking and Transportation Services and****Greg Brown, Director of Auxiliary Services** | Hoffmann Clark: Has proposed policy motion affirming policy as approved in 2006. The policy went through presidential, committee approval, but never made it into the handbook. Distributes handouts: * Parking Policy Motion from 2006. Includes 6 “guiding principles”
* Former President Dorothy Leland’s 2006 letter to the university regarding Parking and Transportation Task Force (both included as attachments in minutes)

Asks for a discussion and vote on policy motion after meeting with Bowen and Brown.Discussion:* Brown: Believe we are hitting all 6 bullets [from 2006 policy motion]. There is a problem with the definition of “primarily”. [in the first point: “Parking in the heart of the main campus is primarily set aside for faculty and staff…] Right now, we have the largest percentage of available employee spaces since 2006. Employee parking is best it’s ever been. There are issues that have come up since 2006: In 2008, downtown spots became 2-hour parking, buildings have been added (ENGAGE house, Mayfair will be Admissions – will need visitor parking and will most likely lose an Employee lot). Working with David Anderson in Disability Services and John Webb, Facilities Compliance Officer, to work on ADA and mechanics of spaces to move ADA spaces as close as possible.
* Hoffmann Clark: Not sure if we’re in compliance with policies #1 and #4.

#1: parking should be “set aside for faculty and staff”. Employees should be able to leave campus and come back to find a parking space. #4: [upper class resident students and commuter students should be permitted to voluntarily upgrade (for a fee) to more convenient parking locations while not having a negative impact on space needed for employees]. Peabody and Kilpatrick are relevant to the policy. Peabody and Kilpatrick, summer before last, became half commuter and half employee. 50-60 employee spots were lost in Kilpatrick and we got 25 back. Down 50, up 25. There are 4 Special Permit spots in Peabody and Kilpatrick. In average, 10 construction trucks taking 10 spots. Down 39 spots since Kilpatrick became half commuter. 54 new employees. 93 down now. Going by data of what we’re given and observation. This is why we have issues with faculty parking.* Mizelle: have been in at least 3 meetings where faculty have not shown up because they left campus to come back and not find a parking spot. Students are parking in these spots – this is part of the problem, not just that we don’t have enough spots. We can’t find a spot if we leave and come back.
* Bowen: the lots are patrolled multiple times a day.
* Hoffmann Clark: Do we have enough P&T employees?
* Bowen: Melvin [Burgamy] keeps a close eye on the lots. He says student parking isn’t an overwhelming problem. We’ll look into patrolling more closely.
* Brown: P&T knows Kilpatrick and Peabody are worst. We can ticket students, but that doesn’t make students leave the parking spots, and we don’t tow. Kilpatrick was at 78% utilization rate from 2006-15. Utilization went up to 100%. We don’t know that we could ever offer a guarantee that you could leave and come back.
* Hoffmann Clark: The decision to put commuter spaces in Peabody and Kilpatrick violated policy #4. Commuters should be in Perimeter rather than the heart of campus. Let’s fix the problem by pulling commuter spots out of Kilpatrick.
* Mizelle: Faculty has grown – if we didn’t max it out years ago, we probably would now. There are empty spaces in student parking. If emloyees were allowed to park in a vacant student space, that would be helpful. Other universities allow this.
* Hoffmann Clark: we pay $100 a year to park at Peabody. It’s frustrating when we can’t park there.
* Bowen: Have spoken to contractors about parking personal vehicles in street spaces and taking shuttles in.
* Hoffmann Clark: We want visitors, but if you have two lots designated “Paid Employee Lot” people who are not employees shouldn’t park there.
* Bowen: We’re trying to find possibilities for visitor parking.
* Hoffmann Clark: Taking commuters out of lot would solve the problem and honor the policy.
* Brown: We have to accommodate everyone. Employees pay $100. Students $130, $64.50 per term. Contractors will put parking into their contract. Jobs will cost more if they can’t park. Prospective students will have to pay more if contractors charge more.
* Hoffmann Clark: There is an economic loss if teachers can’t get to class - the economic cost of missing class meetings.
* Allen: The crux is that we’re not abiding by the policy agreed on. We’re breaking our own policy.
* Toney: ADA parking may comply with rules, but when you’re on crutches or you’re hurt, walking across the street is painful. Our current ADA parking may satisfy the letter of the law, but when you hurt, you hurt. I know buses are ADA, but we have a lot of people who come to campus at night for plays, etc. and can’t find a place to park to get to Russell, Porter or the Art Galleries. A&S is a problem too. With the removal of circle spaces and parking outside Russell (we lost 70 spaces) attendance dropped off at plays, etc. Toney has had to cancel classes when a spot is unavailable because unable to find convenient ADA parking.
* Johnson: We provide student volunteers to drive people around in utility carts.
* Brown: When we lost Ennis, we lost ADA. The problem with the utility carts is manning them.
* Allen: utility carts would help.
* Bowen: we are open to ideas on collaboration.
* Brown: Peabody and Kilpatrick policies were approved by PTAC, which has representation from students, disabilities services, university senate.
* Hoffmann Clark: This happened over the summer when faculty weren’t there
* Brown: There was never supposed to be a loss of faculty spaces – will check. This goes back to the definition of Heart of Campus. Bell, Old Courthouse, etc. have lots of spots for faculty
* Hoffmann Clark: When we moved commuter to Peabody, we violated the 2006 policy.
* Mizelle: There were no commuter spots in Peabody in 2006.
* Brown: We are implementers and enforcers of parking policy. We have a process that seems to be working.
* Hoffmann Clark: You were operating without your policy knowledge. Let’s put the 2006 policy back in.
* Allen: The 2006 policy needs to be updated
* Hoffmann Clark: Special Permit Parking (applying for a spot for an annual fee) is $330. Are we still following this policy?
* Brown: Don’t want to get into ADA. Can’t ask why people need it. We do not reserve for ADA – we have ADA spaces. In 2006, we decided not to [allow Special Permit parking]. People would pay $500-$600 for a spot if they could. Must have a job-related justification.
* Hoffmann Clark: We’re losing spots in Peabody to Special Permit spots auctioned at the Athletic Auction.
* Bowen: It is $400 for a Special Permit and people have to make a case for why they need it. We do have a couple of Athletic Auction spots.
* Brown: We have 2, but will not do Special Permit in Peabody.
* Orr: Confused about parking on the street – McIntosh particularly.
* Brown: McIntosh is residential. Special Permit parking is for residents and has a hefty ticket. Campus does not enforce this.
* Hoffmann Clark: We are out of time. Anything else?
* Bowen: We are enforcing forcefully. We have given 1,000 citations since August.
* Mizelle: What happens when a student gets a ticket?
* Bowen: They have 14 days to pay it. It can reach a maximum of twice the amount of the ticket and their student accounts are put on hold until paid.
* Bennett: Can you put a gate up so you can swipe in and out of your lot?
* Brown: That would be a hefty cost. A manned booth or electronic is the next step.
* Allen: (Regarding 2006 policy) $16,000 is no longer the minimum pay grade. Can we follow up with the Parking and Transportation Committee?
* Hoffmann Clark: It is in RPIPC domain because it’s a policy. We need to get a policy out there.
* Bowen: I think changes could be made.
* Hoffmann Clark: We’ll pick up on this next meeting.
 |  | Will continue discussion during next meeting. |
| **V. New Business**Call for agenda items for next meeting | * Orr: Printed directory for campus
* Mizelle: Our doors can’t be locked or barricaded from the inside in the event of an active shooter – can we look into this?
 |  | Hoffmann Clark will look into bringing someone in from Public Safety and Facilities |
| VI. Next Meeting | **November 4, 2016, 2pm A&S 251** |  |  |
| VII. Adjournment | 3:24pm meeting adjourned |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name:**

**Committee Officers:**

**Academic Year:**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | August 9 | September 2 | October 7 |  |  |  |  |  |  |
| Susan Allen | P | P |  |  |  |  |  |  |  |
| Donna Bennett | R | P |  |  |  |  |  |  |  |
| Millicent (Millie) Dempsey | R | P |  |  |  |  |  |  |  |
| Josefina (Fina) Endere | P | P |  |  |  |  |  |  |  |
| Charles Faber | P | P |  |  |  |  |  |  |  |
| Renee Fontenot | P | R |  |  |  |  |  |  |  |
| Emily Gómez  | R | P |  |  |  |  |  |  |  |
| Will Hobbs  | P | R |  |  |  |  |  |  |  |
| Jan Hoffmann Clark | P | P |  |  |  |  |  |  |  |
| Kristy Johnson  | P | P |  |  |  |  |  |  |  |
| Wanda Johnson  | Not yet assigned | R |  |  |  |  |  |  |  |
| Nancy Mizelle | P | P |  |  |  |  |  |  |  |
| Evita Shinholster  | Not yet assigned | R |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)