

## Commencement Meeting

### Transportation Sub-group

July 2, 2009

Attendees: Micky Autrey, Daniel Benitez, Otto Glenewinkel, Jennifer Jahns, Brad McAllister, Kristin McDaniel, Ralph Meyer, Holly Tipton

#### Traffic

##### Comments:

- UPD met with the city police and they have agreed to assist with traffic signals during commencement.
- The city will fund this project initially. If the burden becomes too heavy, they may ask for reimbursement.
- The traffic signals from Charles Austin Drive to IH35 will be controlled. This will hopefully gain 15 minutes of time in entrance and exit.
- Brad requested that the signal at Aquarena to flash yellow before and after the ceremony. As agreed in the past meeting, the signal flashed before the ceremonies in May.
- UPD mentioned that they will place signs around San Marcos 2 weeks prior to commencement to inform citizens of the upcoming road closures and traffic congestion.
- UPD will also pursue other options of notifying citizens such as newspaper announcements and University-wide emails.
- UPD plans to meet with city police on July 20<sup>th</sup> to discuss TXDOT's requirements for signage during road closures.
- Cones will be placed 20 feet from the corner of Charles Austin and Aquarena to form a bus lane.

##### Action Items:

- UPD will contact city police after the August ceremony and ask for a commitment for the remainder of the year.
- UPD will draft an estimate of December 2009 and May 2010 city police charges so that the budget can anticipate these charges.
- Transportation Sub-group will meet after July 21<sup>th</sup> to discuss the outcomes of the city police meeting.

#### Parking Lots and Bus Routes

##### Comments and Suggestions:

- Bobcat Village has approximately 900 parking spaces. Stadium West has approximately 300.
- Suspend Stadium West bus service. Continue Stadium East bus service and add Bobcat Village.
- There were concerns that this would cause confusion. Guests don't always remember where they have parked. Lots could be labeled (A, B, C) or colored coded.
- An Officer would be stationed at Mill Street directing all traffic left, and buses right.

#### Action Items:

- UPD will set up a marquee sign to encourage traffic to use Bobcat Village.

The Transportation Sub-group will meet to discuss new routes and updates to the Parking Map.

#### Parking Maps

#### Comments:

- The Transportation Sub-group is responsible for evaluating and updating the Parking Map. The process is as follows:
  - The Sub-group reviews the map for necessary changes.
  - Changes are submitted to Chris Reynolds, who then sends a draft to Kristin.
  - Kristin sends the draft to all group members, Derek Grice and Russell Clark for their confirmation.
  - The map is posted to the Commencement Website.
- Split the parking map into a Park and Walk map and Park and Ride map.
- Some guests walk from the back Stadium lot through the baseball complex to reach Strahan.
- If Park and Walk is noted on a map, there should be a walking path as well. Only safe paths should be publicized.
- Russell Clark mentioned to UPD that fences would be erected on the property to help create a path for walkers.

#### Action Items:

- UPD will inspect the walking route from the back Stadium lot to Strahan and make the decision whether or not to add this to a map. If this route is used, UPD will provide signs to direct guests.

#### Overflow Procedure for Buses

#### Comments:

- In the event that the coliseum reaches capacity and the doors are closed, bus service will continue bringing guests from the parking lots. However, guests will be dropped off on University Drive at Sewell Park. (Marquee sign drop-off would be suspended)
- Guests would then be informed that the coliseum is closed and that they can wait for their candidates in the park.

#### Commencement Charges

#### Comments:

- In May 2010, all commencement charges are likely to increase with the addition of the 2 p.m. ceremony on Saturday. Examples: Staff lunches, staff overtime, extended bus service, extended EMS service, etc.
- UPD would like to purchase one additional marquee sign at approximately \$22,000. This purchase may be covered by the University if additional signage is required by TXDOT.

- Brad mentioned that the annual cost for bus service at commencement is approximately \$50,000. The commencement charge is being taken from student bus fees, whereas other University events are chartered.
- Is the use of the student bus fee for commencement in violation of fee regulations? Typically, the general public is not allowed on the buses unless for a chartered event.

Action Items:

- Brad will send an email request to Mr. Nance, copying Dr. Thorne and Holly Tipton, with his concerns regarding the charges incurred from commencement.
- UPD will prepare an estimate for May 2010 so that the budget can be adjusted.

Candidate Count

- UPD mentioned that when a Candidate Count reaches 700-750, they begin to have parking and traffic issues. When a Candidate Count reaches 650, they begin to have issues within the coliseum (seating, crowding).
- UPD and Auxiliary Services rely on the Candidate Count for ceremony planning.
- A recommendation was add the candidate count by ceremony to the Candidate Count.

Action Items:

- Kristin will add the ceremony count to the Candidate Count and email it to the group.