TRANSPORTATION SERVICES ADVISORY COUNCIL  
Thursday, April 18, 2013  
Regent’s Room, Suite 1140, J.K. Kellam Administration Building

Attendance:   Ms. Nancy Nusbaum, Ms. Jane Wilcox, Dr. Jaymeen Shah, Dr. John McGee, Dr. Rebecca Montgomery, Mr. Cody DeSalvo, Mr. Michael Petty, Mr. Tom Gleason, Ms. Nicole Shipes, Ms. Sharon Wilsford, Chief Ralph Meyer, Mr. John Root, Mr. Stephen Prentice, Mr. Paul Hamilton, Ms. Linda Sterling (Scribe).

Ms. Nusbaum introduced Ms. Jane Wilcox the new Director of Transportation Services. Ms. Nusbaum also advised she would lead the conversation for the meeting since she was more directly involved in drafting the recommendations. The recommendations are scheduled to go to President’s Cabinet on May 2, 2013 for review and approval.

Approval of March 18, 2013 Meeting Minutes

Minutes were APPROVED.

Parking Permit Policy Changes

Ms. Nusbaum reviewed the memo dated April 5, 2013 regarding Parking Permit Policy Changes, and asked the Council endorse the recommendations; she also reported to President’s Cabinet that if anything was not being revised or added, the existing Rules and Regulations would remain the same.

Recommendation A – University departments requiring reserved spaces for staff using their personal vehicle and who are required to regularly move about campus because of their job duties and live-in staff must purchase a restricted/reserved permit. These will be limited in nature (University Photographer, Director of Special Projects and Residence Life live-in staff) and must be approved by the appropriate division vice president.

Ms. Nusbaum advised that currently these individuals are only paying for a restricted parking permit and that residence hall directors, who have spaces only they may park in, pay for a residence hall permit (correction – they pay for a restricted permit). Since the spaces are reserved for these individuals the reserved rate should be paid. Instead of charging the individual the reserved rate, the recommendation is for those departments to pay for the reserved permits. If we are going to add any others, then those will need to come up through channels to the provost if it is academic or the appropriate vice president.

After discussion, and upon no objections, the Council agreed that departments can purchase those permits, and residence hall directors are the only live in-staff who will be eligible.

Recommendation B – Departments with Texas State vehicles, parked in signed reserved spaces, in the LBJ Student Center Garage or Edward Gary Street Garage, will be charged via IDT the restricted/reserved permit rate per vehicle annually. (Note: These currently include 6 Information Technology vehicles, 2
Campus Recreation vehicles, all of the University Police Department vehicles, all of the Parking Services vehicles, and 4 Student Center vehicles. Excluded are Military Science and Aerospace Studies, who by contract get free reserved parking.)

Ms. Nusbaum added that departments with University vehicles parked on or off campus and not in signed reserved spaces will be charged the perimeter rate per vehicle annually. Facilities Management will notify Parking Services any time a new vehicle is acquired and put into service so the appropriate department can be charged for the appropriate permit.

After discussion Ms. Nusbaum asked for a vote on Recommendation B. 5 FOR and 2 AGAINST. The recommendation as presented will go forward.

**Recommendation C** – Full-time faculty and staff who make less than $20,000 annually may purchase a restricted permit (not restricted/reserved) at 50% of the cost of a restricted permit. Departments **may not reimburse** or purchase their permits.

Full time faculty and staff who make $20,000 or $25,000 annually may purchase a restricted permit (not restricted/reserved) at 75% of the cost of a restricted permit. Departments **may not reimburse** or purchase their permits.

Part-time faculty (per course faculty and faculty appointed at 50% FTE or less paid a monthly salary) may purchase a restricted permit (not restricted/reserved) and may be reimbursed the cost of the parking permit by their department via a special payment PCR. The payment should be set up to be paid at the time of the faculty member’s initial appointment for the year.

**Note:** The term adjunct is defined as all non-tenure or tenure track faculty and may be full-time or part-time. Therefore, for the purpose of these recommendations, the term part-time faculty is applicable and includes per course faculty and faculty appointed at 50% FTE or less paid a monthly salary.

Graduate Teaching Assistants (GTA’s) who are reported as the “teacher of record” for an organized class may purchase a restricted permit (not restricted/reserved) at regular price and may be reimbursed the cost of the parking permit by their department via a special payment PCR.

**Note:** Qualified parking up to $245.00 per month can be excluded from income and is exempt from Income Tax Withholding, Social Security, and Medicare and Federal Unemployment tax.

Part-time staff may purchase a restricted permit (not restricted/reserved). Their salary will be converted to an equivalent 100% FTE salary. Should they make less than $20,000, they may purchase a restricted permit at 50% of the cost of a restricted permit. Should they make $20,000 to $25,000 annually, they may purchase a restricted permit at 75% of the cost of a restricted permit. Departments **may not reimburse** or purchase their permits.
Full-time faculty and staff (regular benefits-eligible, employed 50% FTE or more and temporary non-student, non-regular) may purchase a restricted, restricted/reserve, or perimeter parking permit at the regular price. Departments may not purchase or reimburse the cost of a parking permit for any full-time faculty or staff.

Texas State faculty retirees, if employed on a modified or phased retirement bases at 50% FTE, may purchase a restricted parking permit (not restricted/reserved) at the regular rate and may be reimbursed the cost of the parking permit by their department via a special payment PCR.

Non-student, non-regular staff who are appointed part-time at 19.75 hours a week and are being requested by a university department in writing to Parking Services to obtain a parking permit, may purchase a restricted permit.

The Council discussed the recommended policy and requested revised recommendations:

- **CONSENSUS**: In the first four instances above, departments will be permitted to make the decision about reimbursement.
- The Council recommended those employed at 50% FTE may purchase restricted, but not reserved, at the regular rate and may be reimbursed.
- **NO OBJECTIONS** to departments requesting in writing reimbursement or purchase via IDT, permits for those employed 19.75 hours per week or less.

**Recommendation D** – There are no recommended changes regarding the current policy for Service/Delivery permits.

**NO OBJECTIONS.**

**Recommendation E** – Departments that lease vehicles must purchase an annual perimeter or be charged via an IDT the monthly, weekly, or daily equivalent of the cost of a perimeter permit.

**NO OBJECTIONS.**

**Recommendation F** – Vendors or contractors who have contracts with the university and park on campus (e.g., construction contractors, architects, engineers, consultants, pest control, catering, vending, couriers, etc...)

- Because these companies have a contractual arrangement with the university provisions should be made to provide parking and access to the university. This provision should be addressed in contracts or agreements by university supervising departments, purchasing, or the contracting agency.
- The cost of a permit should be included in the contract. The sponsoring university department must inform Parking Services of any contractual commitment concerning parking or access including the number of vehicles expected to be on-campus during the fiscal year.
- Parking Services will provide the sponsoring university department with the requested number of permits to be displayed in the marked vehicles and will IDT the sponsoring university department
the annual, semester, or weekly equivalent of a restricted parking permit for the number of vehicles determined to be on campus.

Mr. Root stated that there are a large number of Chartwells’ employees that purchase weekly permits directly from Parking Services and suggested they should continue to be able to buy permits in this manner. Parking Services concurred so no change in that policy will occur at this time, and as reflected above, if anything is not being revised or added, the existing Rules and Regulations will remain the same. After further discussion, Ms. Nusbaum recommended the Council endorse the policy at this meeting and work on the specific procedures going forward. NO OBJECTIONS.

Recommendation G – University department owned golf cars are not required to display parking permits. They must adhere to the current parking regulations. There are no recommended changes regarding golf carts.

NO OBJECTIONS.

Additional Recommendations Regarding Parking at Pay Garages and Athletic and Fine Arts Event Parking

Referring to the memorandum on this topic, Ms. Nusbaum advised we charge $10.00 for football game parking but Fine Arts event parking has been free. The recommendation is to charge $10.00 for football parking but no charge for other athletic events because we have no way to mark lots for smaller attendances. When the Athletics Department contracts with other school districts they will need to include a minimum of $1,000.00 for parking to offset maintaining the lots, but Parking Services won’t staff any events. Fine Arts events will have an attendant and will charge $5.00 cash for all patrons in the Edward Gary St. Garage. The departments under Fine Arts will work with Parking Services, and staff met with the dean and two chairs who have agreed to this recommendation.

Parking Rules and Regulations Revisions

A member requested this agenda item be tabled so as not to rush through it. Ms. Nusbaum advised that any concerns may be e-mailed to the group.

Carpooling Procedures Update Report

Mr. DeSalvo proposed moving carpool parking spaces from in front of the President’s house to the Matthews Street Garage in unused Red Restricted spaces, and ASG paying for initial marketing about the relocation.

Mr. Prentice suggested there are 32 spots at Elm St. next to the Matthews Street Garage that sit empty and he would rather make those carpool parking spots than taking inventory out of the Matthews Street Garage.

Mr. DeSalvo agreed if we made people aware that would be a central location.

Ms. Wilcox suggested Mr. DeSalvo and Mr. Prentice meet with her to discuss some ideas.
Ms. Nusbaum asked if the Council wanted to meet in the month of May, stating she could send information about what decisions, if any, were made at the May 2 President’s Cabinet meeting. Other items that could be discussed in May are:

- Electric Vehicle Stations
- Shuttle Bus Contract (pending TSUS Board of Regents Approval)
- Interurban Bus Service – AACOG representatives met with University staff and they have confirmed that Alamo Regional Transit will serve the San Antonio to San Marcus route with a stop in New Braunfels 9 times per day. Information will be forthcoming on prices and schedule. A member asked to be informed when information is posted to the website so NTSO can be informed. Ms. Nusbaum advised that the nothing has been worked out to replace the Austin service and probably won’t be effective until the spring of 2014. Transportation Services staff are working on details for carpooling and ridesharing; Capital Metro will provide a vanpool. Notification of alternatives will be sent via campus-wide e-mail.

The meeting concluded.