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UNC CHARLOTTE STAFF COUNCIL
Meeting Minutes
May 14, 2008 – 9:00 a.m.

The Staff Council met on the above date and time in the Chancellors Board Room, Reese 5th Floor.

Officers present: Margo Gross-President, Vice President –Dixie Airey

Representatives present: Diana Gann (Area 1), *Lynn Cauble (Area 3), Kelly Eaves (Area 4), Charlie Donehue (Area 5), Reedena Newlon (Area 8), Alice LaRocca (Area 9), Lynlee Troy (Area 10), *Keiffer Gaddis (Area 10), Marcia Henderson (Area 11), Joanne Pearson (Area 12), Lisa Miller (Area 12b), Sherry Bruce (Area 13), Allison Craven (Area 14), Ronnie Bell (Area 15-General Services), Sarah Coffey (Area 16), Ann Benson (Area 17)

Representatives absent without notice: Charlie Kraus (Area 15a), Jodi Turner (Area 2)

Representatives absent with notice: Teresa Cleveland (Area 6), Kathy Burgess (Area 7), Melody Harris, Treasurer, Terry Setzer, Secretary

Alternates present: *Lynn Cauble (Area 3) who is completing term for Catherine Johnson who moved out of her represented area. *Keiffer Gaddis will be completing term for Lynlee Troy as she retires at the end of May. (Congrats Lynlee!)

Guests: Officer Jeff Mulholland accompanied by new officer, Andy Kerr– Police/Public Safety ; Gary Caton, Director Parking & Transportation Services; staff members: Judi Lord, Dornette Scott, Julie Henry, David McIntosh, Cathy Brown, Philip Brown.

Call to Order & Welcome: Margo Gross, President

Treasurer’s Report: Sherry Bruce reporting for Melody Harris, Treasurer

UNC Charlotte Staff Organization
Financial Statement
139234, 117561, 116227
(as of 05/07/08)

ACCOUNT TITLE	Year to date
Beginning Balance	737.99
Total Revenue	8,003.00
Less Total Expenses	4,064.71
ACCOUNT TOTAL	\$4,676.28
Less Encumbrances	1,393.21
Estimated remaining balance	\$3,283.07

Guest Speakers:

Community Policing Report – Jeff Mulholland

- “Stop Thief” hangtags have been developed and with sufficient (pending) funding, 50K will be produced & distributed to staff, faculty, and students along with purpose of the initiative hopefully by the beginning of the fall semester.
- An armed robbery occurred Friday, May 9 off campus at University Village Apartments. The suspect, a juvenile, was arrested by CMPD and has been identified in at least three other robberies.
- No additional information at this time about the investigation of the recent death of UNC Charlotte student, Irina Yarmolenko.

Parking and Transportation Services – Gary Caton

- Margo accumulated questions (sent in last week by staff members) and emailed them out to Gary and also to the Staff Council area representatives to have in advance of today’s meeting.
- The questions were addressed in order (for the most part). See below.
- We ran out of time to address them all. Margo will get together with Gary and will email a report on the remaining issues.

President’s Report – Margo Gross

President’s report delayed (and subsequently postponed) due to time spent with parking and transportation discussions.

OLD BUSINESS

Staff Assembly Updates

- Executive Committee – Kelley Eaves – Same as above – delayed; postponed
- Spring Meeting recap – Margo Gross – Same as above – delayed; postponed

Picnic

- Date: Friday, June 6th. Rain location, Cone Center, After Hours.
- Entertainment, Contests and games
 - Rocky River Church Band – Confirmed (same one that played last year)
 - Bingo, Horseshoes - Pinnacle
 - Sweet Endings Bake Off
 - Photo booth. The photos will be a take-away for picnic attendees. There will be a nominal fee of \$0.25 per person and photo. Funds will go to the Rooms at the Inn project. Checking on different ideas for background.
 - Other Games Possibly – Hula Hoops and Musical Chairs
- Food
 - The staff organization will provide hotdogs, chips, snow cones, popcorn and drinks (at no cost to staff). We will solicit donations for drinks.
 - ****** Need volunteers to solicit donations for drinks.
- Prizes
 - Allison has agreed to solicit donations for prizes
- Sign Up To Work:
 - Melody will be sending the signup sheet via email with time noted for each area.
- Ronnie Bell indicated he may be able to get the generator – someone just needs to let him know what’s needed and when and where.

NEW BUSINESS

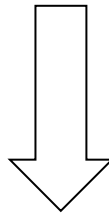
- **Staff Council website – Margo Gross**
 - **Encouraged all to check out the improved and updated site.**
 - **Now available as a ‘quick link’ from UNC home page. Under ‘UNC Charlotte Staff Council’**

- **Elections – Dixie Airy**
 - **Dixie passed out and briefly reviewed a 3 page hand out regarding the ‘Staff Council Election Process’.**
 - **She will send out more correspondence/instructions via email.**
 - **Nominations for open positions will begin June 2.**
 - **Open area representative positions are: 2, 4, 7, 12b, 13, 14, 15b**
 - **Open officer positions are: President, Vice President, Secretary**

Sherry Bruce presented motion to adjourn with Kelly Eaves giving 2nd.
Meeting adjourned at 10:35am.

The next meeting will be held June 11, 2008 in the Chancellors Board Room, 5th floor Reese, at 9:00 a.m.

**Respectfully submitted on behalf of Terry Setzer, Sherry Bruce and Diana Gann
May 15, 2008**



QUESTIONS FOR GARY CATON Parking Services Answers in Red

Cost questions/comments

1. **Why not a shuttle Van service? It would be much cheaper. The buses are normally empty. It would help our parking fees.**
 - **CATS reports 214,000 riders last year.**
 - **Smaller vehicles would not accommodate the numbers of riders.**
 - **CATS will charge \$51/hr whether they drive a van or a large bus.**
 - **Parking Services is looking into outsourcing this service with other companies.**

2. **What is the benefit that faculty and staff will see from a 66% increase in gate card fees?**
 - **No benefit. Higher gate card increase is because the gate card is a discretionary expense on the part of faculty and staff, whereas the parking permit is required if you drive a vehicle onto campus.**
 - **The increase is due to the need to fund the shuttle service.**
 - **Students could not absorb more of the cost because the university will not permit an increase of more \$6.00 per student per year in Student Activity Fees for parking (\$3.00 per semester). Every student pays this increase even if they do not have a parking decal.**
 - **Students pay the same price for parking decals as staff/faculty.**
 - **None of the \$15 decal increase will go to Parking Services.**

3. **How was the amount of this increase derived?**

- **The Chancellor has advised that Parking Services will need to fund the daytime use of the shuttle service.**
 - **The money must come from parking fees.**
 - **Parking Services is not state funded, but is a self-funded university auxiliary unit.**
4. I would like to request that a possible discount in parking be provided for carpoolers. I realize that anyone can say they carpool, but maybe there is some way to determine? Not sure, but it would be nice.
- **There is and has been a discount for carpoolers.**
 - **Up to four cards may be registered to one parking hangtag. Only one the vehicles may be parked on campus at any given time, the reason only one hangtag is issued for all four vehicles.**
 - **See the website or call Parking Services for details.**
5. Please request the breakdown of the \$40 to show item-by-item justification; otherwise the cost should be reduced to a reasonable increase.
- **This is addressed in above answers (justification)**
 - **It cost \$544,000 to operate the shuttle system last year.**
 - **Cost for shuttle service for 2009-10 is in negotiations.**
6. I have heard rumors that not all the funds associated with the parking services operation stays on campus. I would feel a little better about the money I fork over every year if I were assured that 100 percent of my fees for parking, gate cards and all tickets were being used to build new and maintain present parking lots and garages. The rumors I hear are that a significant amount of ticket funds go to off campus entities.
- **This is true! A State Constitutional Amendment that has been around for a long while, but not enforced until recent years, states that 80% of parking fine money collected must go to the state educational fund.**
 - **Parking Services can keep only 20% of the revenue generated by parking citations.**
 - **The same is true for tickets issued by campus police. 80% of the fee collected must go to the state educational fund.**
7. I think I remember that when we received our current gate cards, that these would be reusable and would only need to be reprogrammed. Is this not the case? And, if it is, why would it cost so much to just reprogram?
- **The gate cards are reusable. The cost is not in reprogramming the cards. The increase is in funding the shuttle system.**
8. Where does the money from the gate cards go and why such a high increase?
- **To fund the shuttle system.**
9. Why the \$15.00 increase? Where does this money go?
- **Same as above.**
10. If the cost increase in parking is to cover the cost of the shuttle and 95% of the usage is by students then why do employees need to pay an increase in parking?
- **Of the 214,000 riders last year there is no way to tell who the riders were. No ID needs to be shown to ride the shuttle. If we had to show ID's it would slow the boarding process. As the shuttle only runs on campus it is not necessary to check ID, as very few non-associated riders are apt to take the shuttle.**
11. I would like to address possible options for, considerations of, and complications with the $\frac{3}{4}$ time worker paying $\frac{3}{4}$ price.
- **This has been considered in the past and still being looked at, but not likely to change due to the parking space being occupied anytime between 7 a.m. and 3 p.m.**
12. I can't remember exactly where I heard it, but I seem to remember some discussion of either a sliding scale for parking prices or a reduced price/free remote lot. I'd be curious to know if either of these was going to be implemented. I know facilities needs to build decks and maintain them, but I'm sure I'm not the only one who thinks that \$395 is pretty steep for parking out here in the suburbs.
- **Gary asks in return, what is the definition of remote parking on our campus? What's remote to one staffer is close proximity to another.**

- Margo added that she'd had inquiries of maybe parking in an off campus remote lot (such as Hobby Lobby) and having a shuttle to and from campus.
- Gary advises that the vehicles parked in such areas would be unattended and the University would not be able to police the area.
- Gary also indicated that Duke University has a similar operation and it is having significant problems.

Shuttle Service questions/comments

1. The shuttle service was added to assist students, staff and faculty to arrive to their destinations more time-efficiently due to the distance of parking lots. What measures have been taken to determine "customer satisfaction"?
 - Survey available on the Parking Services website.
 - Another survey to come out in the fall.
 - Contact Gary at 7-3330 or gacaton@uncc.edu with concerns.
 - Contact Gary also if you see unsafe activities of the shuttle drivers (talking on cell phone and driving etc.);
 - He will follow up immediately with the CATS officials.
 - CATS responds very quickly and will take quick and appropriate action.
 - The shuttles buses are required to keep moving unless driver is on break.
 - Sometimes shuttles will back up to each other due to long waits at stop signs, etc.
2. Is it important to Parking Services and the University, to know whether or not the shuttle service is efficiently providing the services intended? If so, what avenues are planned to determine its efficiency?
 - Answered in number 1 above. Please call Parking Services or Gary Caton (73300) if you have any issues with the shuttle service
3. There are areas where people could use both the Forty-Niner or CRI buses to reach their destination. Has Parking Services noted that due to separate stops for these buses, some of those areas reduce efficiency of choosing either bus? Example: when both buses are headed toward Craver Road, the CRI bus stops in front of one side of the East deck while the Forty-Niner bus stops on the other side of the East deck. Due to the distance of the locations, it is physically impossible to choose either bus, if trying to save time by getting on the first arrival.
 - This question was skipped.
 - CATS is revising the current schedule, with the opening of Mary Alexander to two way traffic at Robinson Hall it will allow the establishment of a much improved schedule and service. As soon as the new schedule has been finalized I will see that it is distributed for community input.
4. How is Parking Services addressing the needs of the physically-impaired students, staff and faculty? For the wheelchair-bound (not all bus stops allow easy access to wheelchairs)?
 - Still being defined. An electric vehicle will be in place by fall semester to service the campus interior pathways to assist ADA issues.
 - Parking Services works very closely with UNC's Disability Services as well as CATS Disability Services.
5. Has Parking Services polled physically-impaired persons on campus to find out if their needs are being met? Or, have they been polled to discover if they have suggestions to improve services for this population?
 - UNC Charlotte Disability Services and CATS have evaluated Service.
6. What are the plans to provide shelter in inclement weather for those waiting for the shuttle to arrive?
 - Due to the UNC Charlotte having only a year to year contract with CATS (due to determining the feasibility of the shuttle system); CATS will not cover the cost to to install shelters.
 - Parking Services is looking into a longer contract with CATS, and thus shelters would likely be included.
 - Parking is looking into other vendors who could provide shelters at no cost if we allow them to advertise their company and/or products on the shelters. The university would have to fund the cost of the pads.
7. What avenue should someone take to report late buses or buses that never show up (for example, 30 minutes late)?
 - Call Gary at 7-3300 or gacaton@uncc.edu. He will look into it right away and get back with you.

8. What are the rules that drivers are required to maintain in their shuttle service? How or who reports when they don't adhere to these rules?
 - **CATS has set driver rules.**
 - **Let Gary know of things that concern you.**
 - **ALWAYS write down the bus number and time of day of the incident you wish to report.**
9. On the new campus master plan, light rail is planned for the campus. Will we be paying for the shuttle service in our parking fees until then, no matter if it is a service we use or not?
 - **Light rail is not a Parking Service matter. Peter Franz is working with light rail. Campus transportation is now a long term commitment by the university; therefore it will more than likely be subsidized in part by Parking Fees.**

Bike Questions/comments

1. The current main entrance & traffic light at University Blvd & Suther Road is a well used route for bicycling commuters coming from Old Concord Rd. What provisions are being put into the new entrance for cyclists? Will a traffic light be added? Will the light at Suther Road be left in place or will it be moved to the new entrance? Will there be a lane for cyclists leading into to the new entrance?
 - **These are questions better answered by our Campus planning folks at Facilities management.**

What is the long term plan for the bicycling lane on University Loop Road? Right now you have a bicycle lane that disappears at Harris Connector Rd.

- **Bike issues are not under Parking Services jurisdiction. Contact Peter Franz.**

~Below are various other issues that arose and were addressed during the meeting~

- ❖ It was suggested that if the gate card is going to cost \$100.00, then the gate should always be down –which is not presently the case.
 - **Probably feasible and will look into it.**
- ❖ Could the shuttle service cost be supplemented by charging the ones who actually ride it a small fee (25 – 50 cents, e.g.) each time they ride? If so, could this be done using the 49-er card swipe system? (This would also identify the breakdown of ridership—student, staff, faculty – for statistical purposes)
 - **This could be possible with the installation of the equipment needed for such (significant expense issue in of itself).**
- ❖ Sarah Coffey inquired about the towing --or rather, lack of towing -- of vehicles parked in a designated (marked sign) spot, such as of her department, Continuing Education.
 - **By State Law Parking Services cannot ask the University Police to tow a vehicle until it has parked in the same place and has been ticketed seven times.**
- ❖ Sarah also asked about consideration of not letting freshman students' park on campus – as done on many other university campuses in efforts to lesson parking woes on others.
 - **Commuter students always park on campus at any university. Our resident students can only park in their resident lots and not in any other lots. However, faculty and students can park in all lots (except 16).**
- ❖ Lisa Miller inquired about need for permits for 3rd shift workers.
 - **All UNC Charlotte Faculty/Staff and students are required to purchase a permit to park on campus, however, CATS currently only staffs from 8AM-8PM. Therefore 3rd shift workers do not require parking decals if they leave campus before 8 AM.**
- ❖ Someone asked if the University was looking at differing rates for students, staff, and faculty?
 - **Yes, they are.**

~Time ran out and the following questions could not be addressed at this meeting due to lack of time. Gary addressed these after the meeting. ~

10. Has Parking Services considered posting the shuttle schedule frequency on every bus-stop? For example, Forty-niner comes every 30 minutes.
 - a. **Yes, we are hoping to have something in place by August startup.**

Parking questions/comments

1. First, since we are paying \$400.00 a year, including gate card, we should be assured there is a parking place in a gated lot for those with cards. If there is not a space available on campus for every gate card issued. The space count in gated lots should be increased.
 - a. Gate Cards are not specific to any particular gated lot, therefore if a space is not available in the lot of choice there more than likely is a space in an alternate gated lot.

2. Second, spaces in gated lots should not be blocked off for special events. We've paid for those spaces they should be available when WE need them.
 - a. The University may redesignate all parking spaces as circumstances dictate. This means that at times for some events lots are redesignated. There is still adequate parking available, although it may not be in the lot of choice or as convenient as some others. This is a practice followed by all Universities that I have contacted.

3. The number of visitor parking spaces is completely inadequate. The University has quite a few official visitors. The College of Engineering has many official visitors. Many, if not most, would like to give us money. We should be able to easily provide a place for them to park while we get their money to support our research and academic missions.
 - a. There are adequate visitor spaces on campus, just not as convenient as some would like to see. My concern is that all students after graduation are alumni and potential donors to the University, do we really want to make them mad now, which may hurt future donations.

4. Why can't we have parking spaces associated with where we work? For instance if you work at Student health, only Student Health employees can park in that lot. If you work near Reese or Cone, only those employees would be issued passes for those lots and/or garage.
 - a. This is the proximity parking model described above, which would mean a higher cost factor to those parking closer to their building of choice. It is one of the options that we are considering.