

Approved August 11, 2016

**APPROVED**

EAST CAROLINA UNIVERSITY  
STAFF SENATE MEETING AGENDA

July 14, 2016

3:00 p.m. – 5:00 p.m.

**Call to Order – Chair Kristal Gauthier**

Meeting was called to order at 3:00pm

**Roll Call – Melissa Eakes**

Roll was called, quorum was present.

**Speaker – Debra Garfi – Director of Parking & Transportation Services**

Speaking on issues with A1 parking on campus:

With construction on campus Parking & Transportation lost a total of 382 parking spots. P&T was able to handle and accommodate all current permit holders, and no one lost “privilege.” Parking inventory in 2015 was 12,625 spaces and in 2016 inventory is 12,243. Included in those 12,243 spots are 10,272 permit spots, 600 patient spots, and visitor spots. Debra Garfi reminded all individuals that P&T has parking, but not necessarily convenient parking. Garfi reviewed the handouts that are attached (*pages 6-8*) and announced that P & T has hired three (3) more parking control officers. When comparing the amount of parking tickets issued from January – June of 2015 and the same time frame for 2016, the quantity had doubled. P & T is a self-supporting revenue based department on campus. Senator Lori Lee praised P&T for bicycle repair workshop program. Debra Garfi announced that there will be more bicycles available for rental in the fall and reminded individuals of the bike repair station outside of Student Recreation Center.

D. Garfi answered a question raised by Senator Shelby Donnelly on whether the original parking will return once the construction of the new West Campus Student Union building is complete. Once all construction is complete, all original parking will return. However, Garfi reminded all west campus employees that parking in patient parking is illegal, and anyone having an issue finding a parking spot, please visit the lot near Lake Laupus as it sits empty.

The 2016-2017 school year is the first year that we are unsure if we have enough space for students (returning resident students have first access), other students will be issued into a lottery for 700 permits, starting with the freshmen class. Please be advised that move-in traffic will be extremely difficult due to the construction on campus. If any problems arise, please call (328-6294) Move-in will start on August 17 thru August 19<sup>th</sup>. For faster communication with issues, please email ([parking@ecu.edu](mailto:parking@ecu.edu)).

Senator Kara Ousley shared a concern with working on main campus in the Austin building, employees who are on Kronos are having a difficult time finding spots when returning from lunch, due to students parking in A1 spots to eat at Chili’s or Chick-fil-A at the Croatan. This is causing employees to take vacation leave for the time spent searching for a spot. D. Garfi

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responded with after move-in and the first week of classes P&T will have an active permit lot review during lunch hours.

Senator Kim Higdon asked to review the criteria for reserving spaces at off-campus buildings such as: Greenville Centre, Fox Haven, & Select Bank.

Reserved spaces pushes employees with permits out of the parking lot.

Senator Higdon ask who should be priority employees or meeting attendees.

Garfi responded that P&T would review what type of events are being held at those locations.

Senator Dawn King Eppes requested a crossing guard at 5pm for the cross-walk area on 14<sup>th</sup> Street for those employees who park at stadium.

Associate Vice Chancellor Bill Koch updated Staff Senators that Facilities, NC DOT, and the City of Greenville have had continuous dialogue in regards to

installation of a rapid flashing light at problem cross-walk areas. The rapid flashing light will alert cars that a pedestrian is approaching the cross-walk.

The first installation will occur on Moye Blvd, second will be at 9<sup>th</sup> & Cotanche Street, then the 14<sup>th</sup> Street area is next in the conversation.

### Approval of Minutes – Melissa Eakes

June 16, 2016

Motion made by Sam Saunders, seconded by Cheryl Walters

Minutes approved as read.

### Executive Committee Comments

Chair – Kristal Gauthier

Staff Emeritus Recognition was approved by Chancellor Ballard on June 15, 2016. Email will be sent out to ECU Official within the next upcoming week.

New alternate from Academic Affairs, Anna Logemann was recognized. Anna Logemann is from the College of Engineering & Technology Academic Advising Center.

Upcoming events Volunteers Needed –

- Wednesday – Friday August 17<sup>th</sup> – 19<sup>th</sup> Move-In dates, Senators were encouraged to ask supervisor if they could give 1-2 hours of Community Service Leave to help.
- Pirate Palooza (fun outdoor event for all ECU students), Sunday August 21<sup>st</sup> 5:30 – 8:30pm, if interested in volunteering, please contact Kristal.

BOT meets every 2 months, currently meeting today and tomorrow (July 14<sup>th</sup> – 15<sup>th</sup>). Kristal will be presenting at the Friday meeting. If senators would like to attend, invitation is open. Meeting dates are available on the BOT website ([ECU BOT](#)).

Reviewed meeting with new Chancellor, Dr. Cecil Staton. During the meeting Kristal reviewed the different committees within Staff Senate and the Staff Senate goals. Dr. Staton will plan to meet with Staff Senate in upcoming months.

Reviewed an email from Matt Brody email that was shared with Staff Senators on July 11<sup>th</sup> (merit raises).

Addressed concerns:

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- Vending going unstocked, Kristal spoke with Leslie Craigle and stated Vending only has 2 drivers and there are over 80 machines on campus, and in June they were completing their end of year inventory, along with having one truck out with mechanical issues. Both trucks are now fully functional, and things are being refilled as needed.
- Dining concern that during the summer, the dining hours are reduced and access is unavailable, except during orientation. Suggestion was made to have open dialogue with Dining Services and to keep 1 location open for several hours during lunch.

At the June meeting there was a discussion on HB2, Executive Committee decided that senators might not feel comfortable to discuss openly. A Qualtrics Survey will be sent out to poll the senators on whether this topic will be discussed at a later date.

Chair – Elect – Kimrey Miko – not present to comment

Secretary – Melissa Eakes – no comment

Treasurer – Todd Inman

State account - \$640.73

Discretionary – 35.63

Gail Jordan - \$2161.53

SPA – \$1734.06

## New Business

## Committee Break-Out Sessions

By-Laws

Communications & Marketing

Diversity

Human Resources

Rewards & Recognition

Scholarship

Membership Committee

Leadership & Professional Development (Ad-hoc)

## Announcements

**NEXT STAFF SENATE MEETING:** Thursday, August 11<sup>th</sup>, 2016, ECHI Auditorium

## Adjournment

**Justin Janak motion to adjourn, second by Cheryl Walters**

**Adjourned at 4:47pm**

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First Name	Last Name	Senator/Alternate	Division	Present	Ab sent	Excused
Renita	Harley	Alternate	AA		1	
Anna	Logemann	Alternate	AA	1		
Betsy	Brown	Senator	AA		1	
Amy	Eason	Senator	AA	1		
Kim	Higdon	Senator	AA	1		
Cyndee	Mueller	Senator	AA		1	
Shandawn	Simmons	Senator	AA	1		
LuAnne	Sullivan	Senator	AA		1	X
Roshanda	Blackmon	Senator	AA	1		
Brian	Clark	Alternate	AF	1		
Bobby	Tuggle	Alternate	AF		1	X
Greg	Dunford	Senator	AF		1	
Melissa	Eakes	Senator	AF	1		
Shalin	Hale	Senator	AF		1	
Arielle	Harper	Senator	AF		1	X
Todd	Inman	Senator	AF	1		
Dawn	King	Senator	AF	1		
Billy	Long	Senator	AF	1		
Robin	Mayo	Senator	AF	1		
Kara	Ousley	Senator	AF	1		
John	Waters	Senator	AF	1		
Jackie	Daniels	Senator	AT	1		
Sam	Saunders	Alternate	AT	1		
Darlene	Perry	Alternate	AT		1	
Lori	Lee	Alternate	CH	1		
Kimrey	Miko	Senator	CH		1	
Yvonne	Daniels	Alternate	HS	1		
Brian	Davis	Alternate	HS	1		
Andrea	Bristol	Senator	HS		1	
Kelly	Dilda	Senator	HS		1	
Shelby	Donnelly	Senator	HS	1		
Patrick	Everett	Senator	HS	1		
Kristal	Gauthier	Senator	HS	1		
Nedra	Harris	Senator	HS	1		
Lisa	Hodges	Senator	HS		1	X
Diann	Jones	Senator	HS	1		
Jenna	Lindsay	Senator	HS	1		
Jackie	Masterson	Senator	HS	1		
Debra	Mercer	Senator	HS	1		
Tisha	Nelson	Senator	HS	1		
Rhonda	Nord	Senator	HS	1		

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First Name	Last Name	Senator/Alternate	Division	Present	Ab sent	Excused
Penny	Potvin	Senator	HS	1		
Amy	Sweers	Senator	HS	1		
Cheryl	Walters	Alternate	RG	1		
Sierra	Fountain	Alternate	RG	1		
Suhail	Guzman	Senator	RG	1		
Hannah	Jessup	Alternate	SA	1		
Darlene	Langley	Alternate	SA	1		
Justin	Janak	Senator	SA	1		
Jeremy	Jordan	Senator	SA		1	X
Nadirah	Pippen	Senator	SA	1		
Patricia	Simpson	Alternate	UA		1	
VACANT	VACANT	Alternate	UA			
Katie	Fulcher	Senator	UA	1		
<b>EX-Officio Members</b>						
Lisa	Ormond	Past Chair	HS	1		
Toya	Jacobs		OED		1	
Amy	Waters		OED		1	
Melissa	Bard		HR		1	
Karen	Summerlin		HR		1	
<b>Staff Assembly Delegates</b>						
Brian	Clark			1		
Amy	Eason		AA	1		
Total Counts				37	15	0

Quorum Needed

71.15385

\*\* Ex-Officio members are not allowed to vote and aren't included in the quorum formula.

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**ANNUAL REPORT TO STAFF SENATE  
PARKING AND TRANSPORTATION SERVICES**

**July 2016**

The Department of Parking and Transportation Services (P&T) reports to the Division of Administration and Finance. It consists of the following areas: parking lot inventory management and enforcement, parking permit sales, finance and administration, motor pool management, special events coordination, and transportation demand management (TDM). Transportation demand management utilizes alternative transportation to minimize parking demand and traffic congestion and includes ECU Transit, bicycles, pedestrian, carshare and rideshare.

Parking is required by NC law to be self-supporting. We receive no state funding. Our primary goal is to keep permit fees as low as possible and base fees on paying for convenience. To continue in the maintenance and upgrade of existing parking resources and to plan for future parking demand, we are researching additional avenues for revenue. We have initiated parking fees to all who utilize parking on the ECU campus and lease fees to outside groups to meet the future needs of ECU. Because of this, we have not increased the permit fees for the last 4 years but did need an increase for this current year. For example, Athletics now pays to lease parking spaces for athletic events and we have entered into short term leases for access to specific or unused parking areas. These include leased patient parking and use of an offsite parking area by Miller-Motte.

**Parking Inventory**

There are currently 12,243 parking spaces that are located on and off campus. These spaces include permit, ADA, service, visitor, and patient parking spaces. The number of available permit parking spaces is 10,272. These spaces need to satisfy parking demands of 28,380 faculty, staff, and students. Parking spaces were and all current permit holders were accommodated. The spaces by location are as follows:

	<b><u>2015</u></b>	<b><u>2016</u></b>
East Campus (Main)	1988	1624
West Campus (Health Science)	3511	3411
Athletic Campus	2839	2829
Reade Street	1010	1010
College Hill	1490	1537
Allied Health (Carol Belk)	1240	1285
West Research and Off-Site	547	547
<b>TOTAL</b>	<b>12,625</b>	<b>12,243</b>

**Parking Budget-FY16**

Expenses	\$2,522,718
(Includes \$686,417 of expenditures for services received from other ECU departments including IT, Financial, Transit, Police)	
Revenues	\$3,335,877
Parking Capital Reserves	\$6,310,726

**Upcoming Parking Expenditures**

Fiscal 16/17	\$5,000,000	Down payment-Student Center Garage	Parking Reserves
Fiscal 16/17	\$2,500,000	Bonds-Student Center Garage	15 Year Loan
Fiscal 17/18	\$12,000,000	Bonds-Bio-Tech Garage	30 Year Loan
Fiscal 18/19	\$5,000,000	Down payment-Student Services Garage	Parking Reserves

**Parking Improvements**

- Adjusted evening parking access hours to other permit holders.
- Redesigned 3 parking areas to produce more parking space. This helped to reduce the effect of lost parking spaces.
- Installed additional multi-space meters across campus to increase visitor parking, improve customer service, and increase revenue
- Developed alternative sources of parking revenue to keep permit costs as low as possible
- Continued to supply operating funds to Transit and ECU Police to insure safety and decreasing parking demand.
- Continued to improve the Event Parking Experience on campus with University Event Planning Group.
- Worked with Transit, SGA, Disability Services to develop Pirate Access (ADA transportation) and SafeRide.

**Upcoming Parking Projects**

- Constructing of Parking Garage at new Student Center and developing parking policies and procedures
- Work with upcoming construction projects to insure we try to minimize the effect on campus transportation
- Becoming involved with planning of Student Services and Bio Tech garages.
- Research and recommend Revenue and Access Control equipment for Garage.
- Continuing to work with Facilities Services on the further development of the Core Campus Pedestrian Zone
- Installing additional Bicycle resources on campus including covered bike racks, dedicated bike lanes, and repair stations.
- Beginning discussions on Electric Vehicle Charging Stations with Facilities Services.
- Continue to work with Transit to insure campus transportation and access is available.



