Parking and Transportation
Advisory Board Meeting Minutes
Tuesday, July 18, 2017

Meeting called to order at 3:38 pm by meeting chair Clayton Harrington.

Members present:

Clayton Harrington

Carlos Brown

John Venuti

Jillian Stafflinger

William Martin

Nate Doughty

Mark Divens

Kevin Harris

Carissa Etters

Keith Van Inwegen

Members not present:

Michele Armstrong

Taylor Jones

Kathleen Blakenship

Justin Moses

Shared documents:

PPT Presentation (Clayton)

I. **Peer Review Questions**
   A. Carlos: The faculty/staff and healthcare headcount are basically the same. I want to make sure we're asking exactly what we're trying to get.
      1. Clayton: They're[Kimley Horn] looking for everybody(a headcount of total people), and if you work for both sides, you'd only get counted once
   B. *What's the goal of these questions?
      1. Answer: They[Kimley] has picked our challenged areas and are asking what other universities are doing to combat some of these same challenges.
   C. *Seems the ADA section is pretty lean, and it should probably be given a space of its own. We[PTAC] want to understand how accessibility issues are being handled more broadly than a shuttle (ie: by building or structure, with a sign, etc.)
   D. *In regards to the "community interactions" column, the Vice President has an interest in opening VCU up to community; what we do to accommodate the community better interacting with our campus. We should determine what types of initiatives other universities are doing; are they engaging with community organizations?
   E. *Under "General Info.," I don't know if having the number of daily visitors is better than using "beds". Square footage doesn't tell the whole story.

F. *Is it worth asking about the engagement between the two campuses?
   1. We need to ask determining questions to see if we should we manage the MCV Campus office separately?
G. Edits:
   1. Permit allocation process for: "Health sciences students" versus "medical."
   2. Chief would like to see more comparative info. on shuttle services and point to point transportation as well as volume.
   3. Under "General Info.," use "beds" versus the "number of daily visitors."
   4. Add more questions relating to public transportation.
   5. Add questions to determine if P&T should manage the MCV Campus office separately
H. Action item: Clayton will compile edits and pass on to Kimley Horn

II. **High school graduation review**
   A. Process was a success; relocations will likely occur next year.

III. **Reciprocal parking**
   A. Carlos: Do we know how many reciprocal parkers we have on campus?
      1. I think what we have is fine; we should continue the way we're currently doing it.
   B. *I think there are two tiers of people: those who travel multiple times per week (administrators, VPs) and those that travel occasionally; each can be handled separately. Difficult to navigate the when it's a part of your your job.
      1. *However, I do believe it is moreso an organizational issue.
   C. Chief: Is it a possibility to have Kimley Horn take reciprocal data and do something with the Park Plus model?
      1. Clayton: I think what you're going to find if they do this is that the system is going to code things on a percentage basis. I would question its accuracy.
         a) *Action item: Clayton to ask Kimley Horn to utilize ParkPlus model for reciprocal parking data.*
   D. * I believe a lot of students do not use reciprocal parking because they do not know about the benefit.
   E. Action item: Clayton to pull numbers and job descriptions of users

IV. **Communication**
   A. * The university's communications team organized some major initiatives for which there exists a communication need across the university; P&T is critical on the list
      1. We looked ahead 18 months to determine what are some of the anticipated milestones & dates/timeframes?

V. **Next meeting**
   A. Kimley Horn will be present at next meeting, August 15
   B. Will have a working session on Monday, August 14

1. Will break down each of the topics with timeframes
2. Will invite additional students, P&T reps

Meeting adjourned at 4:54 pm.

* Indicates interjection by a committee member