ALL-UNIVERSITY TRAFFIC & TRANSPORTATION COMMITTEE
MEETING MINUTES
SEPTEMBER 19, 2013

PRESENT
BROWN, BUCKWALTER, CALDWELL, FASHBAUGH, GREENE, MARTENIUK, MARTIN-STONEY, MILLER, NICHOLLS, NOWICKI, PEDRAZA, POTTER, PRUSH, ROBERTSON, SMITH-TYGE

ABSENT
BECKER, DYER-DECKROW, KACOS, MITCHUM, PERLBERG, REID

GUEST
Kate Rice: MSU Police Department
Mitchell Treadwell: Residence Hall Association

CALL TO ORDER
1430

REVIEW and APPROVAL OF AGENDA
ROBERTSON motioned to approve the agenda.
PEDRAZA seconded the motion.
All were in favor of approving the agenda, none were opposed.

REVIEW and APPROVAL of APRIL 2013 MINUTES
PRUSH motioned to accept the APRIL 2013 minutes as written.
MILLER seconded the motion.
All were in favor of the April 2013 minutes being accepted as written.

PURPOSE/HISTORY/FUTURE DIRECTIONS of AUTTC (John Prush, on behalf of Chief Dunlap)
PRUSH stated that the AUTTC originally reported to the Board of Trustees. He continued that in the 1980’s, AUTTC reporting was transferred to the VP for Administration and Public Affairs (later known as the Vice President of Finance and Operations and Treasurer). PRUSH stated that as of January 2013, and as deemed by the Office of the President, the AUTTC now reported to the Director and Police Chief of the Department of Police and Public Safety. He thanked MILLER for providing members some historical documentation in regards.

NICHOLLS reminded members that the AUTTC was a committee that put forth recommendations and that it did not have a budget.

PRUSH explained how parking violation money was utilized. He stated that it included upgrades of and purchasing of safety items (i.e. greenlight emergency phones, lighting...), plowing in lots, lot maintenance ($500,000 in ramp maintenance in 2012-2013) and CATA services.
PRUSH reported that there were currently 177 greenlight (emergency) phones across campus. He continued that each phone had to be checked manually and that some of the phones were being updated to towers.

POTTER asked if all the greenlight phones were being transitioned to towers.

PRUSH replied that not all would be transitioned. He stated that the emergency phones already installed on lights poles would remain and that they already had the power source available from the electrical supplied to the light. He continued that the tower greenlights cost $10,000 each and that each of the towers had to have power run to it and installed. PRUSH reported that the new towers included a speaker system which could be used remotely by the Emergency Management staff to make announcements if necessary.

PRUSH reported that Dr. Maleck has been taking inventory and checking on consistency of ADA-related safety issues (i.e. adding truncated domes near crosswalks). He stated that ADA-related safety issues were a priority for Chief Dunlap.

SMITH-TYGE asked who Chief Dunlap reported to.

PRUSH stated that as of January 2013 the chief reported to the Office of the President.

REVIEW of 2012-2013 AUTTC RECOMMENDATIONS and STATUS THEREOF (Sarah Nicholls, John Prush)

PRUSH reported on the status of recommendations proposed in 2012-2013:

Observation #1
The communication manager position approved in the 2010-2011 AUTTC Recommendations with responsibilities including the communication of transportation and pedestrian safety issues to the campus community remains unfilled.

Recommendation #1
Institute the communication manager position and provide an annual budget for communicating information specifically on transportation (motorized and non-motorized) and pedestrian news and safety matters.

PRUSH stated that this recommendation was pending. He continued that he did not foresee the Department of Police and Public Safety being able to fund extra personnel for a new position. He added that the responsibilities may be allocated to a current position and possibly incorporate student assistance.

Observation #2
The CATA bus transit center provides an excellent location for campus communications on safety and other university community issues.

Recommendation #2
Negotiate the placement of digital signage inside the MSU/CATA Transportation center to communicate to the MSU Community.
PRUSH reported that the recommendation was unfulfilled and that the policy of no advertising extended to the transportation center on campus. He continued that there were regular bulletin boards that could be used in the Trowbridge Road and Grand River Avenue parking ramps.

Observation #3
Current campus street lighting coupled with the number of pedestrians and bicyclists on campus creates a safety concern at night with less than ideal visibility

Recommendation #3
Accelerate the change of campus street lighting to brighter lighting and prioritize the change schedule to do primary traffic crosswalks first.

PRUSH stated that he believes this recommendation has been addressed and fulfilled. He continued that the IPF has a strict standard regarding safety and parking. He added that Lot 67 near the Jenison Fieldhouse now has LED lighting.

NICHOLLS suggested that Rivan Frazee, who handles lighting with IPF, and possibly a member of the Women’s Advisory Committee be invited to the October meeting.

Observation #4
Currently the update and planning for bicycle and moped parking areas near residence halls, outside of major renovations, is handled by Residential and Hospitality Services with the rest of campus handled by Infrastructure Planning and Facilities.

Recommendation #4
To be more proactive and consistent in planning of all campus bicycle and moped parking, the planning function should be assigned solely to Infrastructure Planning and Facilities.

PRUSH stated that Chief Dunlap would mention this at the next meeting with the President. He continued that he considered this recommendation unfulfilled and reported that Chief Dunlap did not foresee this recommendation progressing.

PRUSH stated that funding for bicycle racks were based on their location (i.e. residence hall racks funded by Auxiliary Services, academic building racks funded by IPF).

Observation #5
Many of the way finding signs identifying building locations and directions are located on or near campus roadways, but few are located on off road pedestrian or bike ways paths like the river trail.

Recommendation #5
Review current pedestrian and bike way finding signs located on campus off road paths, and increase as necessary.

PRUSH stated that he would ask KACOS to present the status at the next meeting.
UPDATES to AUTTC BYLAWS

a. 1 – Responsibilities – change in reporting line
   NICHOLLS stated that bylaws should indicate that the AUTTC now reported to the Director and Police Chief of the Department of Police and Public Safety

b. 3a – Membership – change(s) in unit names
   NICHOLLS stated that Physical Plant should be updated to Infrastructure Planning & Facilities.
   PRUSH stated that Residential and Hospitality Services should be updated to Auxiliary Enterprises.

c. 3e – Membership – change in selection of faculty representatives
   NICHOLLS stated that bylaws should indicate that the Director and Police Chief of the Department of Police and Public Safety selected faculty representatives.

d. 3g – Membership – change in approval of recommendations

e. 4a – Subcommittees – change in reporting
   NICHOLLS stated that bylaws should remove Vice President for Finance and Operations and Treasurer from 4a.

f. 5 – Public Feedback – change in reporting
   NICHOLLS stated that bylaws should indicate that recommendations will be presented to the Director and Police Chief of the Department of Police and Public Safety.

g. 3a - NICHOLLS stated that she thought that names of organizations should be spelled out and include the acronym. All were in agreement

h. 3c - NICHOLLS asked members if quorum as described in the bylaws should be changed to read “One more than 50% of the total presently appointed voting membership…” 
   SMITH-TYGE motioned to accept the change.
   POTTER seconded the motion.

Updates above (a- h) to the current bylaws were put to vote.

All were in favor of the updates, none were opposed. The changes were immediately in effect.

DEPARTMENT UPDATES and REPRESENTATIVE REPORTS

a. Department of Police and Public Safety (John Prush)
   PRUSH announced that with the exception of meters in parking ramps due to the lack of sunlight, campus meters were being updated to solar, credit card/coin meters. He reported that after a pilot test in the summer, it was determined that the meters were a benefit. He continued that users could opt to use a credit card or coin.

   PRUSH reminded the committee that meters were intended for turnover.
b. Infrastructure Planning and Facilities (Jim Fashbaugh)
   FASHBAUGH stated that there were no updates to report.

c. Campus Planning and Administration (Jeff Kacos)
   There were no updates reported

d. Mass transit – CATA (Matthew Greene)
   GREENE reported that CATA performed a quick audit and to date, ridership had
   increased 17% from last year.

   GREENE reported that the stop at the Clinical Center was currently removed from the
   route along Service Road.

e. Office of Campus Sustainability (Judy Marteniuk)
   MARTENIUK reported that Campus Sustainability was offering a free lunch in September
   at a carpool participation event being held at Brody. She noted that details could be
   found at the Campus Sustainability website.

   MARTENIUK reported that Meridian Township will be holding a recycling day on October
   05, 2013 at Nancy Moore Park in Okemos.

   PEDRAZA asked if medications could be disposed of there.

   MARTENIUK stated that it appeared you could at this event according to the
   Meridian Township website.

f. MSU Bike Service Center (Tim Potter)
   POTTER reported that secure bicycle parking facilities had been installed in the
   Trowbridge Road Ramp lobby and in the Grand River Avenue Ramp. He stated that the
   fenced areas were MSU ID activated for those who purchased a membership through
   MSU Bikes. POTTER added that each facility included a do-it-yourself repair station.

   POTTER thanked the University’s administration, police department and IPF for helping
   make the facilities possible.

   POTTER noted that he had received a complaint that there was no longer free, covered
   bicycle parking in Ramp 5.

   MARTIN-STONEY asked if MSU Bikes had considered a blitz of advertisement on the
   residence hall tables.

   POTTER stated that it would be considered if there was no charge.

   POTTER reported that the MSU Bikes Advisory Committee is requesting that the
   University consider putting ‘sharrow’ symbols on all streets and roads that did not have
   a bicycle lane. He continued that the sharrow symbol reminded travelers that the road
   was shared by both vehicles and bicycles and should help get more bicyclists off the
sidewalks and riding on the roads where the campus ordinance said they should as well as national and campus research and data show it’s safer.

g. Residential and Hospitality Services (x1)
   There were no updates reported.

h. Resource Center for Persons with Disabilities (John Pedraza)
   PEDRAZA reported that the RCPD would be holding its Student Veterans and Service Members Welcome Reception on September 24, 2013 and invited members to attend as well encouraged them to spread the word

i. Ombudsperson (Bob Caldwell)
   CALD well stated that there were no updates to report.

j. Union representatives (Danielle Martin-Stoney, Jeanette Robertson, Robert Nowicki)
   The three union representatives all stated that they had no updates to report.

k. Office of Student Affairs and Services (Pat Dyer-Deckrow)
   There were no updates reported.

l. Associated Students of MSU representatives (Meghan Mitchum, Kevin Perlberg, x2)
   There were no updates reported.

m. Residence hall representatives (x5)
   There were no updates reported.

n. University apartment representative (x1)
   There were no updates reported.

o. Greek system representatives (Megan Becker, x1)
   There were no updates reported.

p. Graduate student representatives (Parrisa Brown, Nathaniel Smith-Tyge)
   Both COG representatives stated that there were no updates to report.

q. Faculty representatives (Whitney Miller, Sarah Nicholls, Gavin Reid)
   MILLER stated that she had an item for Correspondence and Public Comment.

**FUTURE AGENDA ITEMS and FORMATION OF SUBCOMMITTEES**

a. ADA compliance (John Prush)
   PRUSH stated that he, PEDRAZA, Traffic Engineer Stephanie ODonnell and Chief Dunlap should meet prior to determining if ADA compliance should be a subcommittee issue.

**CORRESPONDENCE and PUBLIC COMMENT**
MILLER reported that it was not clearly indicated who had the right-of-way when heading east onto West Circle Drive north of the Sparty statue near IM Circle.

PRUSH stated that areas were tested, but that he would pass on the concern to Traffic Engineer, Stephanie ODonnell.

MILLER stated that she witnessed a bicyclist barely navigating the serpentine walk-way along Hagadorn Road near the railroad tracks. She stated that it may pose a hazard to pedestrians.

PRUSH stated that it was Meridian Township and Ingham County related and he would pass the concern on.

BROWN stated that she was concerned about the lack of barrier between Bogue Street and the sidewalk along the bridge. She reported that it was daunting when there was mixed non-motorized traffic traveling on the sidewalk and motorized traffic near its edge.

PRUSH stated that he would check with East Lansing regarding her concern.

SMITH-TYGE asked why the stairway leading alongside the Farm Lane bridge at the Red Cedar River were chained off.

PRUSH stated that it was chained due to ADA requirements and lack of railing along the steps.

POTTER inquired about the status on the proposed project to connect Wilson and Hagadorn Roads.

PRUSH stated that there funding was stagnate and there was no forward momentum at this time.

PEDRAZA reported that there were two spots in Lot 10 that were currently designated for motorcycles and he had not seen being used. He continued that given the lot was outside the RCPD office, it would be helpful to have the additional parking spaces not specific to motorcycles.

MARTIN-STONEY stated that as a motorcyclist, she would like to see more parking designated for motorcycles and encouraged that at least one space remain as motorcycle parking in that lot.

PRUSH stated that the Auditorium Road Ramp near Bessey Hall was gated and not motorcycle friendly because it used a weight-sensitive mechanism to indicate entry of a vehicle. He continued that Parking was looking at gradually removing one of the spaces.

BUCKWALTER stated that she had correspondence from REID asking that she raise an issue to the committee in his absence. She read the email. In summary, REID stated that the Chemistry department was not issued all the season football game day parking passes it had requested from the MSU Police Department for the faculty and graduate students who work on football game days and an appeal to obtain more season passes was denied. He stated that apparently they were informed that those who only needed a pass for a specific date may contact Officer Riggs of Special Events or if in an ‘emergency’, may obtain a permit from the Police Desk on game day. REID stated that it appeared the pursuit of increased parking revenue and attendance at football games was officially being placed at a higher priority by the MSU administration than the pursuit of federal grant funding, graduate student education and training, and faculty career advancement. He continued that many of them [faculty] require their students to work weekends and that it was not a reasonable expectation for them to have if the students and faculty are being inhibited from being able to get to campus or have to go the MSU
Police Department to justify the ‘emergency’ for why they need to be here on game days. REID asked as to whether or not this was indeed the University’s policy.

PRUSH stated that there was no policy from the administration that dictated athletics taking priority over academics. He continued that those working during game day were not being inhibited and several options were given to accommodate those working those days.

Caldwell asked if there had been a meeting with Chemistry in regards.

PRUSH stated there was a meeting and it may already be resolved. He stated that he would check into it.

NEXT MEETING: 2:30-5pm, October 17, 2013, MSU Police Department – Community Room

Adjournment