**Parking Committee Meeting Minutes February 25, 2013**

**Members Attending:**

Diana Ahmad, Randy Stoll, Robert Roe, Donald Hagen, Levent Acar, Michael Isom, Robert Paige, Chaman Sabharwal, Lucretia Eaton, Ashok Midha, Ted Ruth, Douglas Ludlow, Lucy Sutcliffe and Julie Mayfield

**Members Absent:**

Christine Laughlin, Dan Oerther, Prakash Reddy, Mahelet Fikru and Navya Narisetty

**Guests Attending**: Lt. Oscar Kemp

**The meeting was called to order by Chair, Diana Ahmad at 3:00 p.m.**

**The minutes from January 30, 2013 were approved unanimously.**

**Old Business:**

1. The operational procedures of the Subcommittee on Appeals were reviewed due to lack of subcommittee members available to vote on appeals over the summer. Proposal to change procedure was heard.

Current procedure:

.0703   
The operational procedures of the Subcommittee on Appeals shall be determined by the officer presiding over the Subcommittee. The presiding officer shall be responsible for keeping written records of all proceedings and actions taken and shall make regular reports of the Subcommittee's work to the Committee. It shall be the duty of the officer presiding over the Subcommittee on Appeals to ensure that action on any appeal made to the Subcommittee is completed within 20 school days of his/her receipt of such appeal or the appeal will automatically be granted.

Proposed procedure:

.0703

The person in charge of supervising parking will be responsible for keeping written records of all proceedings and actions taken and will make regular reports of the Appeals Subcommittee’s work to the Committee.  It shall be the duty of the person in charge of supervising parking to ensure that all appeals are submitted in a timely manner.  Once the person in charge of supervising parking has submitted the appeal to members of the Appeals Subcommittee, the Appeals Subcommittee will have 20 school days after being sent the appeal to take action on the appeal or the appeal will automatically be granted.  If the Appeals Subcommittee is not available between the end of the Spring semester and the start of the Fall semester the person making the appeal will have the option of either having the appeal submitted to the Chairperson of the Parking Committee (or his/her designee) for adjudication or waiting for the appeal to be sent to the Appeals Subcommittee upon the start of the Fall semester.

* motion to approve proposal, seconded and approved unanimously.
* Dr. Ahmad will submit the proposal to Chancellor Cheryl Schrader for approval.

**New Business:**

None

**Open Discussion:**

Discussion regarding Faculty Senate concerns about the need for more parking. Further information will be obtained regarding specific concerns and will be addressed as information is received.

**The next Parking Committee meeting has been scheduled for March 20, 2013 at 3:00 p.m.**

**Meeting adjourned at 3:45 p.m.**